DOCUMENT RESUME

ED 158 086	03	CE 017 564

AUTHOR	Constantini, Debra; And Others
TITLE	Multiple Learning Strategies Project. Building Maintenance & Engineering. Educable Mentally Impaired. [Vol. 2.]
INSTITUTION	Ingham Intermediate School District, Mason, Mich. Capital Area Career Center.
SPONS AGENCY	Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.
BUREAU NO	498AH60038
PUB DATE	May 77
GRANT	G007603808
NOTE	367p.; For related documents see CE 017 554-583
EDRS PRICE	MF-$0.83 HC-$19.41 Plus Postage.
DESCRIPTORS	Buildings; Cleaning; *Educable Mentally Handicapped; *Learning Activities; Learning Modules; *Maintenance; Special Education; *Vocational Education; Young Adults

ABSTRACT

This instructional package is one of three designed for educable mentally impaired students in the vocational area of building maintenance and engineering. The thirty-four learning modules are organized into six units: general maintenance tasks; restrooms; chalkboards; carpet care; office cleaning; and grounds. Each module includes these elements: a performance objective page which tells the student what will be learned, what materials are needed, and what the student must do in the module; and a job step page written in a read (cognitive information), look (graphic illustrations), do (instructions), and check (student is evaluated by teacher) format. (This document and related documents CE 017 563 and CE 017 565 are one of four sets of learning modules on building maintenance and engineering. The other three sets are written in formats designed for regular vocational, visually impaired, and low reader students. The modules are part of a total set of over 1,300 modules written for different student populations. Graphics, dietetic assistant, small engine repair, and medical assistant are the other vocational areas covered. CE 017 554 is the final report of the project to develop the modules.) (JH)

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ED158086

CAPITAL AREA CAREER CENTER
Ingham Intermediate School District
611 Hagadorn Road
Mason, Michigan 48854

TO:

MULTIPLE LEARNING STRATEGIES PROJECT

BUILDING MAINTENANCE & ENGINEERING
Educable Mentally Impaired

[VOL. 2]

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 017 564

building maintenance & engineering

unit: MAINTENANCE

capital area career center

module: 2201 02 018 1 date: 5/77 level:

skill title: REPLACE BROKEN FLOOR TILE

developed & written by: DEBRA CONSTANTINI

visuals by:

WORD GUIDE

PROPANE TORCH - Small hand torch.

ASBESTOS STRIPS - Thin pieces of paper that resist fire.

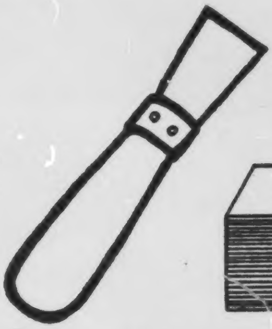
PERFORMANCE OBJECTIVE

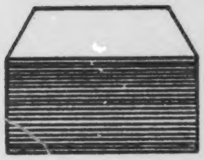
What you will learn:

How to remove and replace a floor tile.

What you will need:

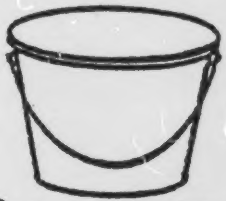
Propane torch

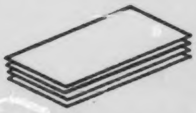

Putty knife


Tile

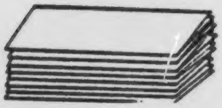
Cement (tile)

Matches

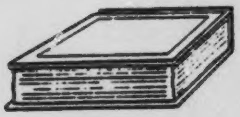

Pail of water


4 Asbestos strips
(4 inches by 12 inches)

1 inch
paint brush


Paper towel

Screwdriver


1 heavy, old book

"Turn the page"

WHAT YOU MUST DO:

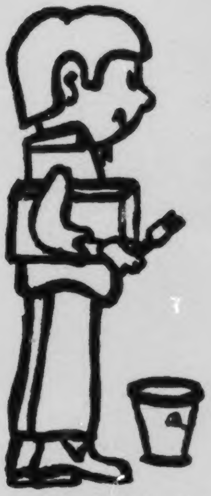
1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO JOB STEPS ON HOW TO REMOVE AND REPLACE A FLOOR TILE.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL EQUIPMENT AND TAKE IT TO YOUR WORK AREA.

LOOK:

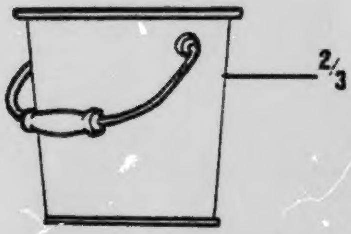


DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE ALL EQUIPMENT IN THE PICTURE. HE/SHE WILL TELL YOU WHERE TO GO.

READ: 2. FILL A PAIL 2/3 FULL WITH CLEAN WATER.

LOOK:

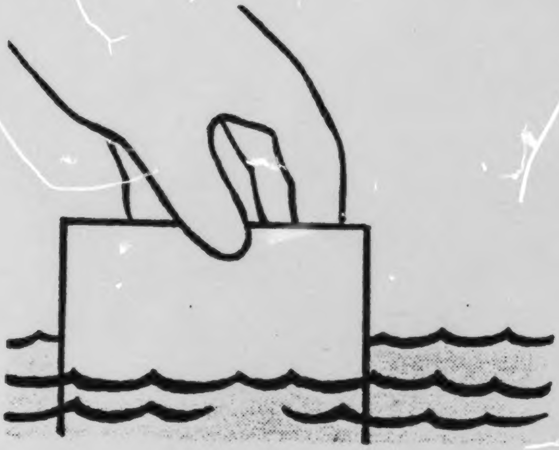


DO: DO JOB STEP 2.

"TURN THE PAGE"

READ: 3. PUT THE 4 ASBESTOS STRIPS INTO PAIL OF WATER. SOAK THEM FOR 3-4 MINUTES.

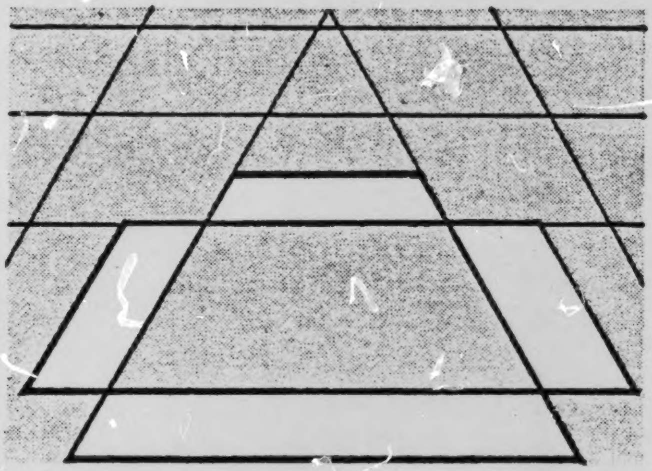
LOOK:



DO: DO JOB STEP 3.

READ: 4. LAY ASBESTOS STRIPS AROUND THE EDGE OF THE TILE YOU WILL REMOVE.

LOOK:



DO: DO JOB STEP 4.

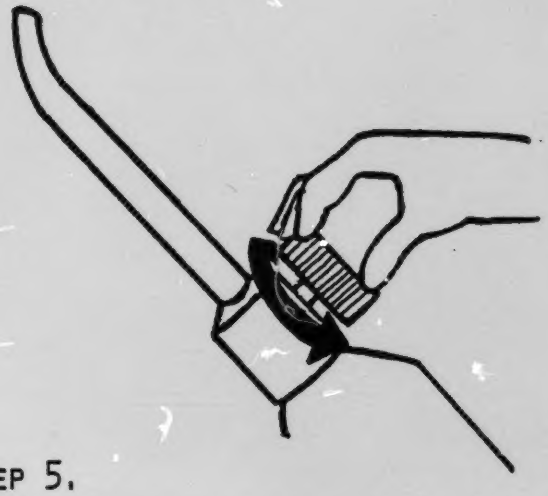
"TURN THE PAGE"

WORD GUIDE

COUNTER-CLOCKWISE - TO THE LEFT.

READ: 5. OPEN VALVE ON TORCH 1/4 TURN (COUNTER-CLOCKWISE).

LOOK:

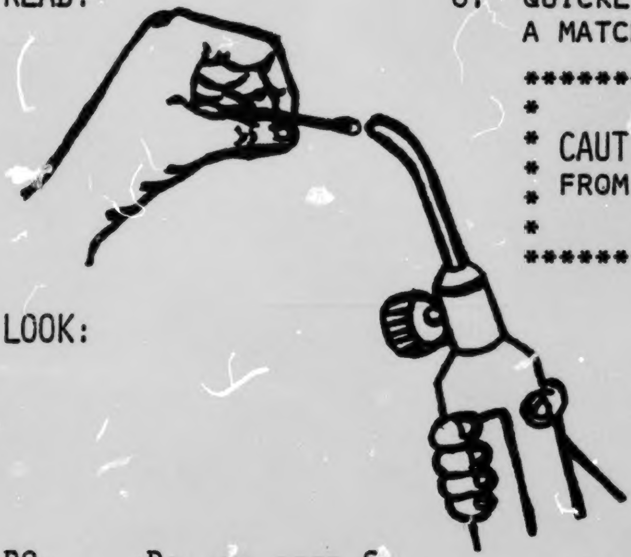


DO: DO JOB STEP 5.

READ: 6. QUICKLY, LIGHT THE TORCH WITH A MATCH.

CAUTION! POINT FLAME AWAY FROM YOU AND OTHERS NEARBY.

LOOK:



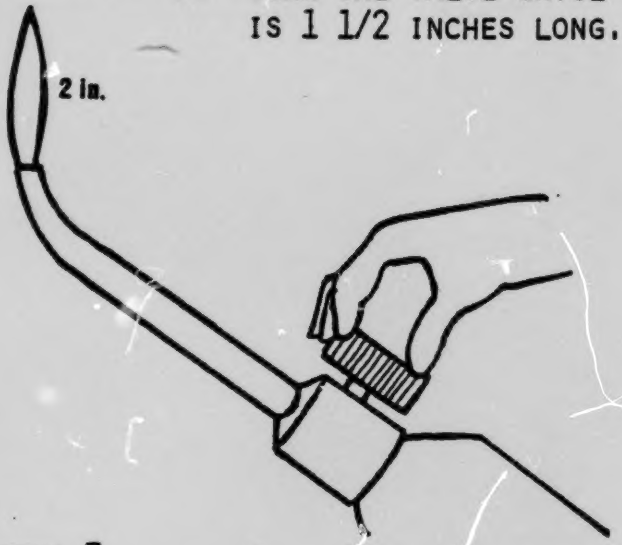
DO: DO JOB STEP 6.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU LIGHT THE TORCH.

"TURN THE PAGE"

READ: 7. TURN THE VALVE UNTIL THE FLAME IS 1 1/2 INCHES LONG.

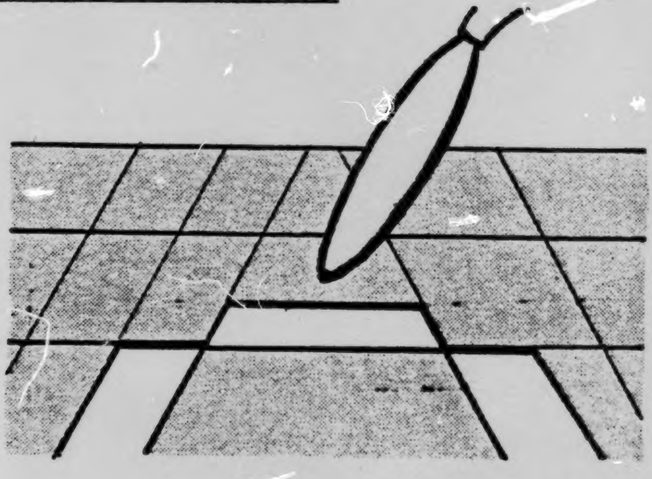
LOOK:



DO: Do JOB STEP 7.

READ: 8. POINT FLAME AT MIDDLE OF THE TILE. DO NOT LET FLAME TOUCH THE TILE.

LOOK:

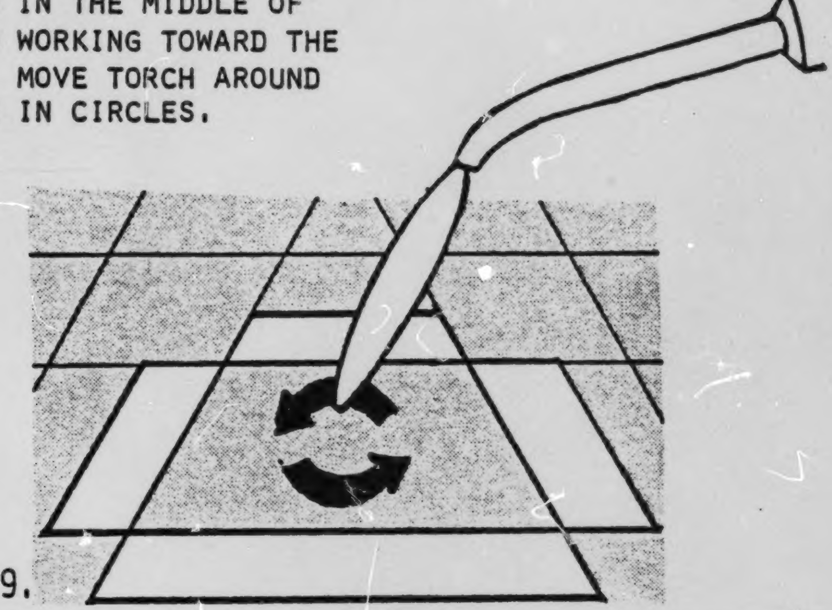


DO: Do JOB STEP 8.

"TURN THE PAGE"

READ: 9. STARTING IN THE MIDDLE OF TILE AND WORKING TOWARD THE OUTSIDE, MOVE TORCH AROUND THE TILE IN CIRCLES.

LOOK:



DO: DO JOB STEP 9.

READ: 10. KEEP MOVING THE TORCH AROUND AND AROUND TILE FOR 2 MINUTES.

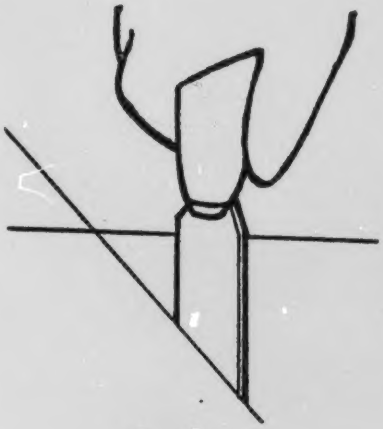
LOOK:

DO: DO JOB STEP 10.

"TURN THE PAGE"

READ: 11. CAREFULLY, PUSH BLADE OF PUTTY KNIFE INTO THE CRACK AT EDGE OF TILE.

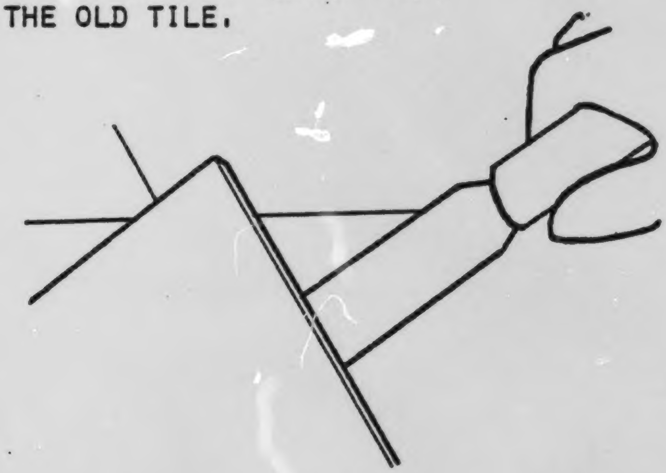
LOOK:



DO: DO JOB STEP 11.

READ: 12. USING THE KNIFE, SLOWLY LIFT UP THE OLD TILE.

LOOK:



DO: DO JOB STEP 12.

"TURN THE PAGE"

READ: 13. IF TILE DOES NOT LIFT UP EASILY, DO JOB STEPS 10, 11, AND 12 AGAIN.

LOOK:

DO: DO JOB STEP 13.

READ: 14. SHUT OFF TORCH.

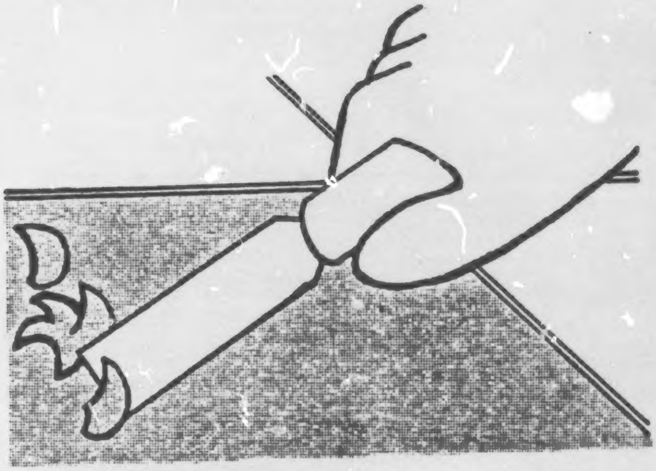
LOOK:

DO: DO JOB STEP 14.

"TURN THE PAGE"

READ: 15. USING PUTTY KNIFE, REMOVE OLD TILE.

LOOK:

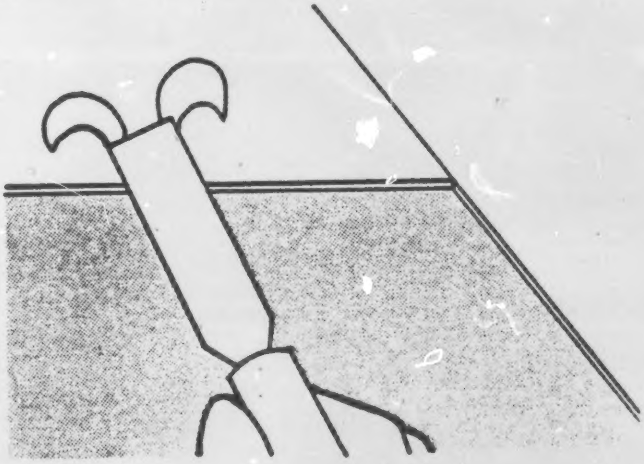


DO: DO JOB STEP 15.

READ: 16. USING PUTTY KNIFE, SCRAPE OFF OLD TILE CEMENT.

```
**********************************
*                                *
* CAUTION!  DO NOT SLIP WHEN     *
* PUSHING.  THIS WILL CHIP       *
* OTHER TILE.                    *
**********************************
```

LOOK:

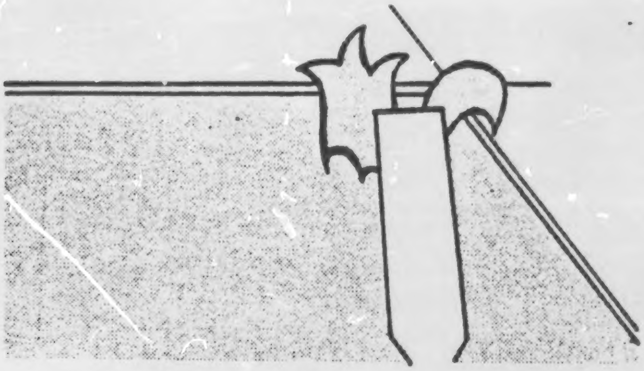


DO: DO JOB STEP 16.

"TURN THE PAGE"

READ: 17. CLEAN CORNERS WELL OR THE NEW TILE WILL STICK UP.

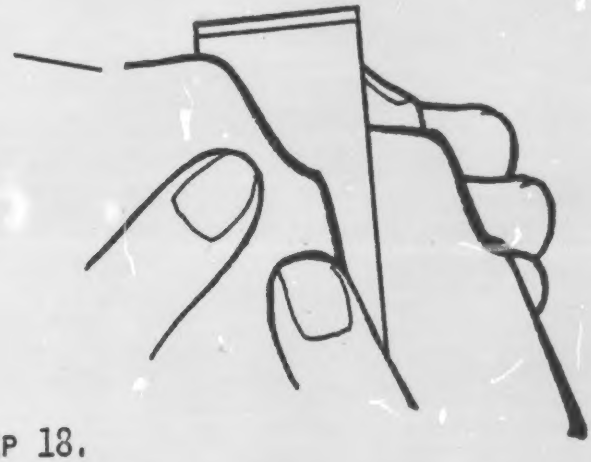
LOOK:



DO: DO JOB STEP 17.

READ: 18. WIPE OFF PUTTY KNIFE ON PAPER TOWEL.

LOOK:



DO: DO JOB STEP 18.

"TURN THE PAGE"

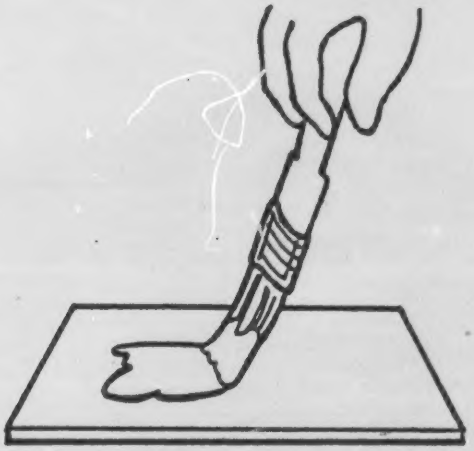
READ: 19. USING SCREWDRIVER, OPEN CAN OF TILE CEMENT AND DIP BRUSH 3/4 INCH INTO THE CAN.

LOOK:

DO: DO JOB STEP 19.

READ: 20. BRUSH THIN COAT OF TILE CEMENT ONTO BOTTOM OF NEW TILE.

LOOK:



DO: DO JOB STEP 20.

"TURN THE PAGE"

READ: 21. LOOK AT PATTERN OF TILE FLOOR. THEN, FIT NEW TILE INTO RIGHT PATTERN.

LOOK:

DO: Do JOB STEP 21.

CHECK: ASK INSTRUCTOR TO CHECK YOUR WORK.

READ: 22. USING PUTTY KNIFE AND RAG, WIPE OFF ANY EXTRA TILE CEMENT.

LOOK:

DO: Do JOB STEP 22.

"TURN THE PAGE"

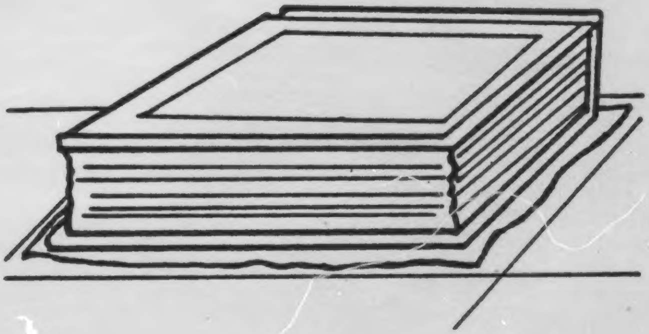
READ: 23. PLACE A PAPER TOWEL OVER NEW TILE.

LOOK:

DO: DO JOB STEP 23.

READ: 24. SET BOOK OVER PAPER TOWEL.

LOOK:



DO: DO JOB STEP 24.

"TURN THE PAGE"

READ: 25. PUT THE PAIL OF WATER ON BOOK.

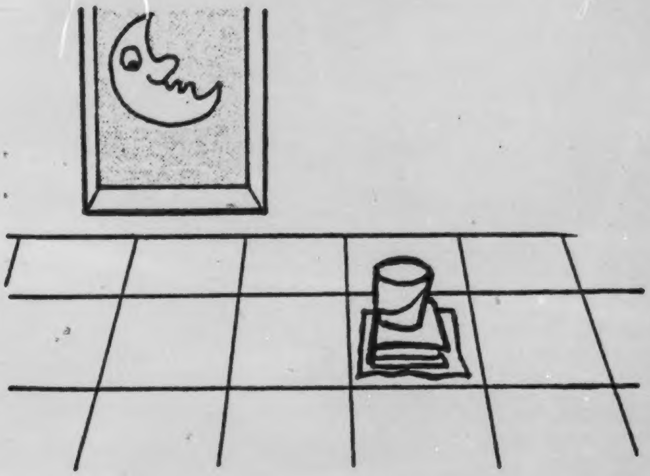
LOOK:

DO: Do JOB STEP 25.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 26. WAIT 24 HOURS. THEN, REMOVE PAIL, BOOK, AND PAPER TOWEL FROM TILE.

LOOK:



DO: Do JOB STEP 26.

"TURN THE PAGE"

READ: 27. PUT AWAY ALL EQUIPMENT. BE SURE TO FIRST CLEAN YOUR EQUIPMENT.

LOOK:

DO: Do JOB STEP 27.

building maintenance & engineering

unit: PLUMBING REPAIR

capital area career center

module: 2201 02 019 1 date: 5/77 level:

skill title: USE OF TUBING CUTTER (COPPER)

developed & written by: DEBORAH J. WHITE

visuals by: DAVE WEHRWEIN

WORD GUIDE

TUBE - LONG EMPTY PIPE.

REAMER - TOOL USED TO MAKE HOLES BIGGER.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

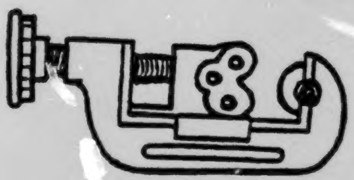
HOW TO CUT OFF A ONE-INCH PIECE OF TUBE.

WHAT YOU WILL NEED:

PENCIL

1/2-INCH COPPER TUBING

REAMER


TUBE CUTTER

12-INCH TAPE

SAFETY GLASSES

WHAT YOU MUST DO:

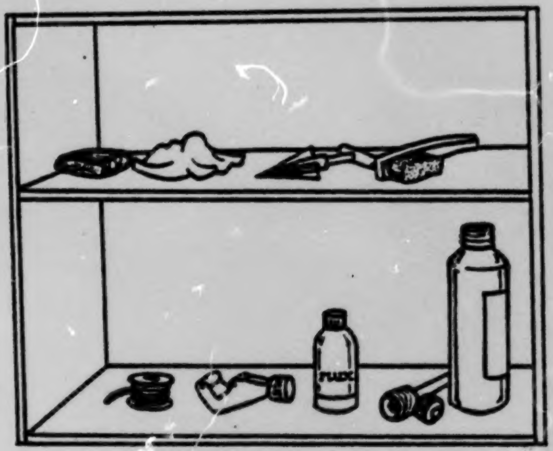
1. READ THE MODULE.
2. GET THE EQUIPMENT.
3. DO THE JOB STEPS FOR USING A TUBE CUTTER SO THAT YOU CUT OFF A ONE-INCH PIECE OF TUBE.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL THE EQUIPMENT.

LOOK:



DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE ALL THE EQUIPMENT IN THE PICTURE.

READ: 2. TAKE THE EQUIPMENT TO THE WORK AREA.

LOOK:

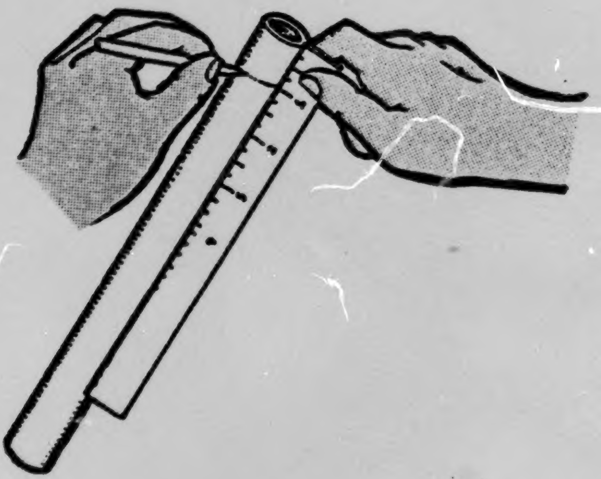
DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR WHERE YOU WILL WORK.

"TURN THE PAGE"

READ: 3. MEASURE ONE-INCH ON THE TUBE. MAKE A MARK ON THE TUBE.

LOOK:

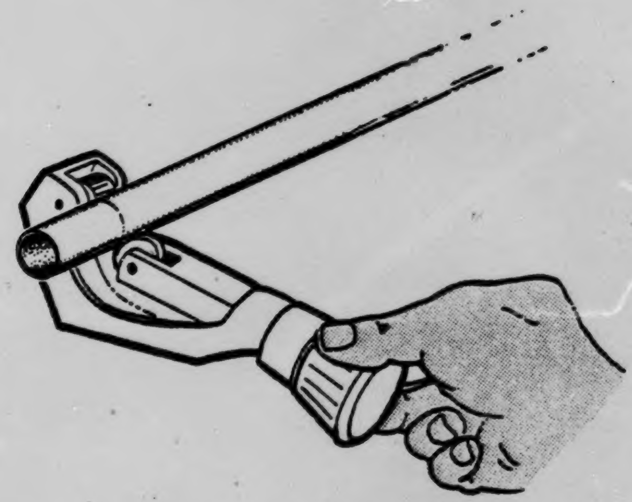


DO: Do JOB STEP 3.

CHECK: MEASURE AGAIN. BE SURE YOU ARE RIGHT.

READ: 4. PUT THE TUBE INTO THE TUBE CUTTER.

LOOK:



DO: Do JOB STEP 4.

"TURN THE PAGE"

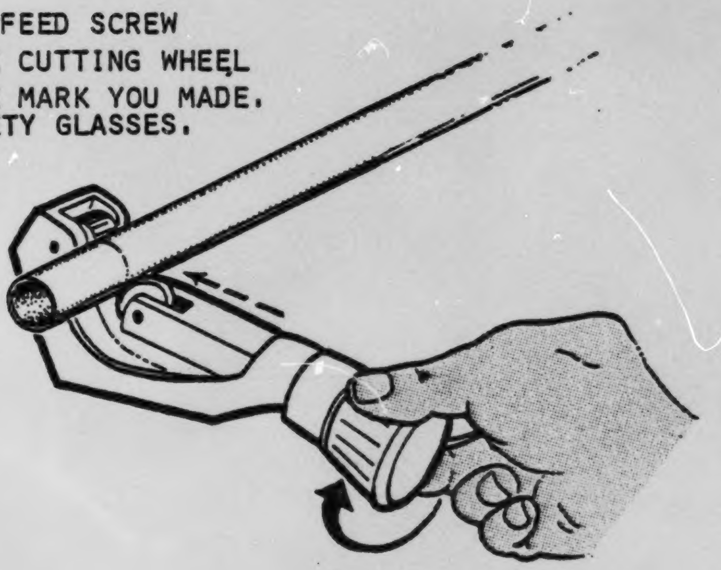
WORD GUIDE

FEED SCREW - KNOB AT END OF TUBE CUTTER THAT MAKES WHEEL GO IN AND OUT.

CUTTING WHEEL - WHEEL THAT CUTS THE TUBE.

READ: 5. TURN THE FEED SCREW UNTIL THE CUTTING WHEEL IS ON THE MARK YOU MADE. WEAR SAFETY GLASSES.

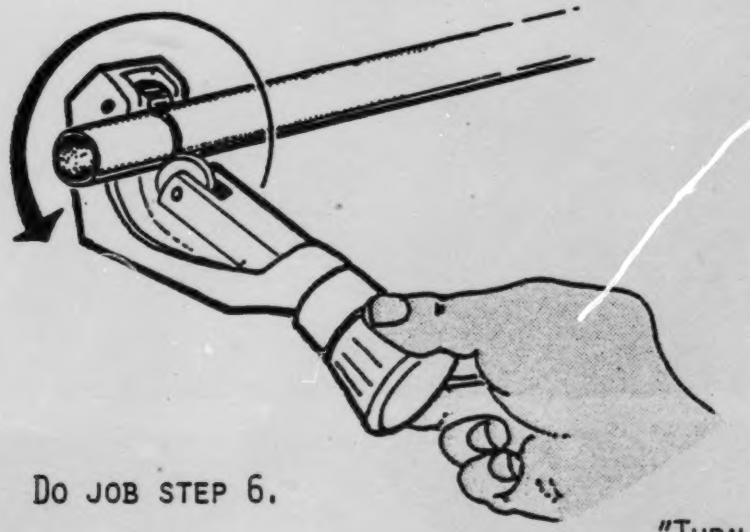
LOOK:



DO: DO JOB STEP 5.

READ: 6. TURN THE CUTTER AROUND AND AROUND THE TUBE.

LOOK:



DO: DO JOB STEP 6.

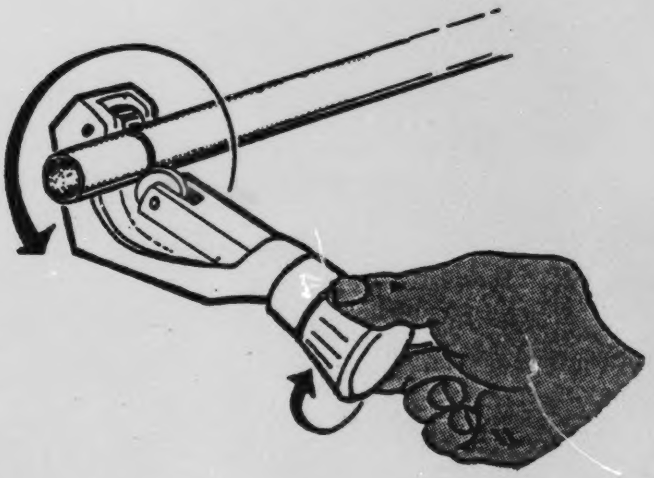
"TURN THE PAGE"

WORD GUIDE

CLOCKWISE - TO THE RIGHT.

READ: 7. TURN THE FEED SCREW CLOCKWISE JUST A LITTLE, EACH TIME YOU ROTATE CUTTER.

LOOK:



DO: DO JOB STEP 7.

"TURN THE PAGE"

WORD GUIDE

BURRS - ROUGH EDGES LEFT ON METAL AFTER IT HAS BEEN CUT.

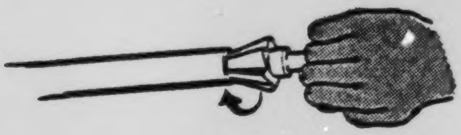
READ: 8. REPEAT JOB STEPS 6 AND 7. REMEMBER: TURN THE SCREW CLOCKWISE EACH TIME YOU ROTATE THE CUTTER.

DO: DO JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU. REPEAT JOB STEPS 6 AND 7 UNTIL YOU CUT OFF THE TUBE.

READ: 9. PUT REAMER INSIDE OF TUBE. TWIST GENTLY.

LOOK:



DO: DO JOB STEP 9.

CHECK: DO NOT PUSH HARD. THIS WILL SMOOTH THE ROUGH BURRS. ASK YOUR INSTRUCTOR TO WATCH YOU.

READ: 10. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK. TELL YOUR INSTRUCTOR HOW TO USE THE TUBE CUTTER.

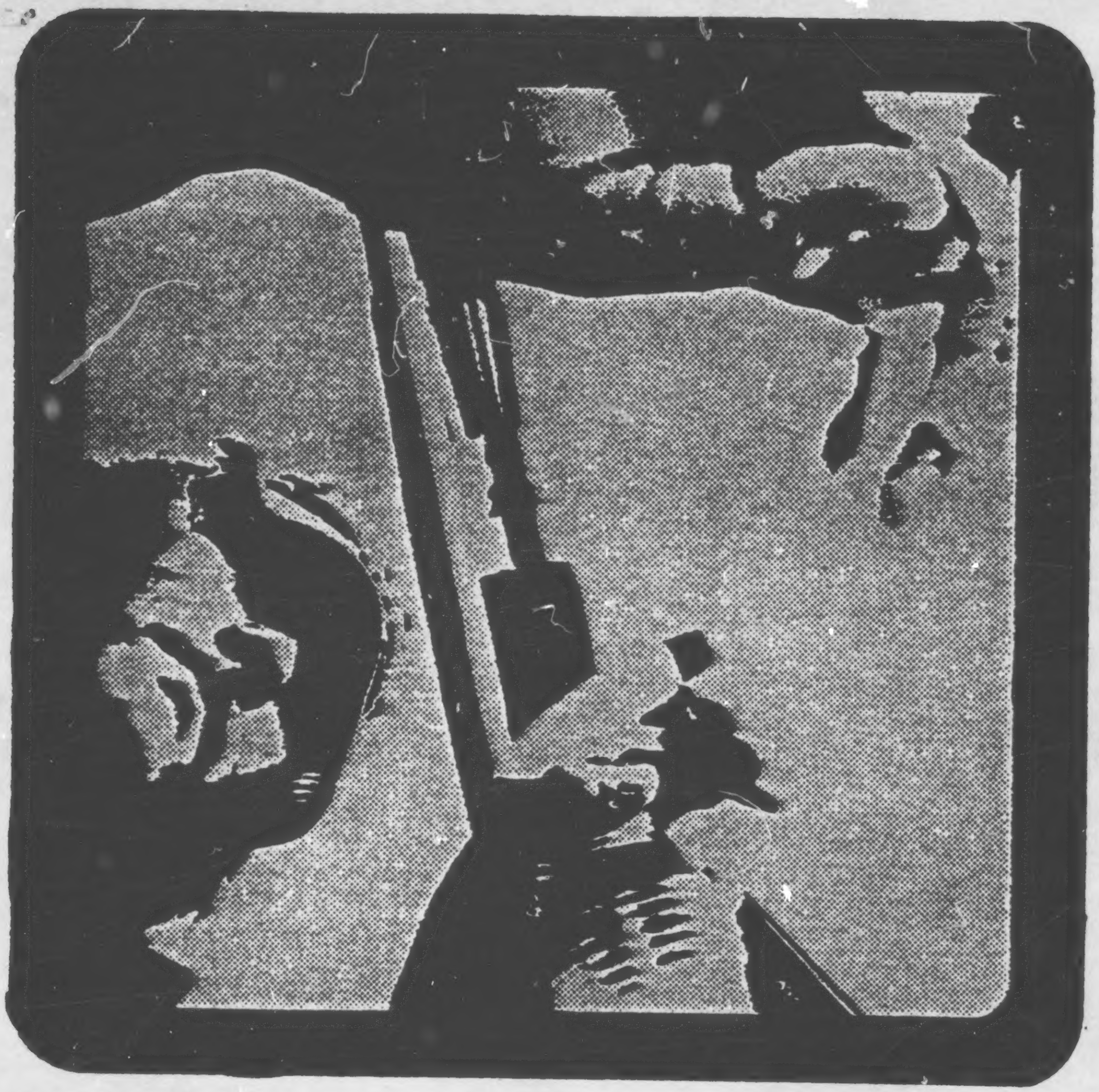
DO: DO JOB STEP 10.

CHECK: BE READY TO ANSWER ANY QUESTIONS.

"TURN THE PAGE"

READ: 11. PUT AWAY ALL OF YOUR EQUIPMENT.

DO: DO JOB STEP 11.



building maintenance & engineering

unit: General Maintenance

capital area career center

module: 2201 02 020 1 **date:** 2/77 **level:**

skill title: Using a Flare Tool

developed & written by: Dwight Smith

visuals by: Dave Wehrwein

WORD GUIDE

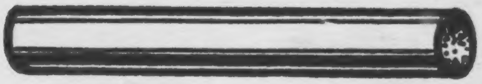
FLARE - To spread outward.

PERFORMANCE OBJECTIVE

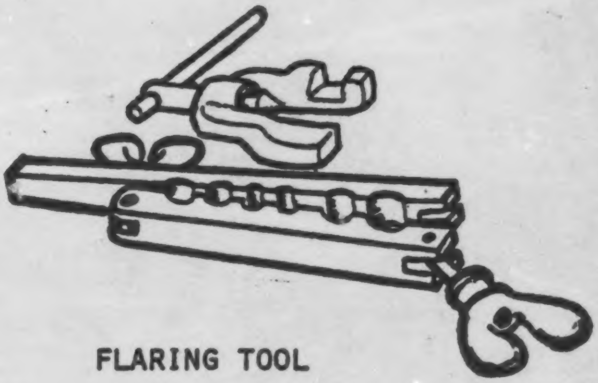
What You Will Learn:

How to flare a piece of copper tubing.

What You Will Need:



6 inch piece of copper tubing



Flaring tool

What You Must Do:

1. Read the module.
2. Do the job steps and flare a piece of copper tubing so that it has an even 45° lip all around.

"Turn The Page"

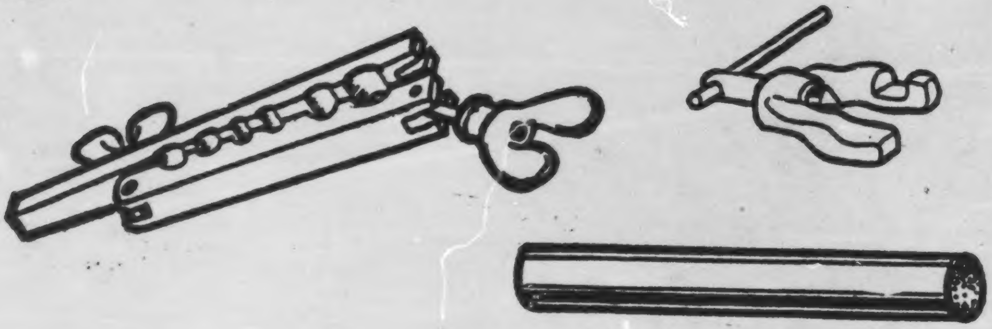
WORD GUIDE

WING NUT - A NUT WITH HANDLES FOR TIGHTENING.

JOB STEPS

READ: 1. GET THE MATERIALS LISTED ON PAGE 2.

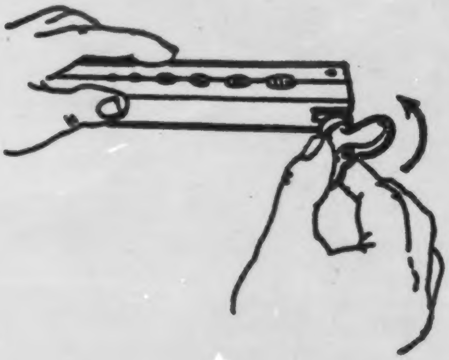
LOOK:



DO: DO JOB STEP 1.

READ: 2. LOOSEN THE WING NUTS AND SEPARATE THE 2 PARTS OF THE TOOL.

LOOK:

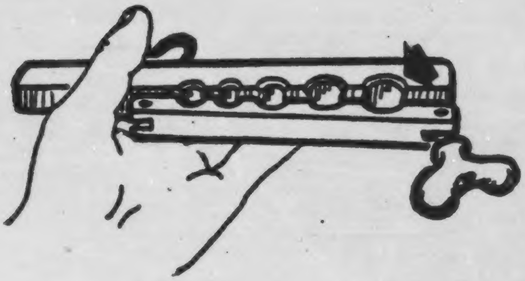


DO: DO JOB STEP 2.

"TURN THE PAGE"

READ: 3. HOLD THE TOOL SO THAT THE SLANTED EDGES OF THE HOLES ARE UP.

LOOK:

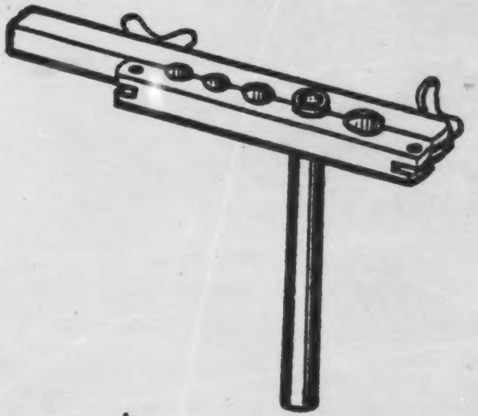


DO: DO JOB STEP 3.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THE WAY THE TOOL IS FACING.

READ: 4. INSERT THE TUBING INTO THE HOLE IT FITS IN BEST.

LOOK:



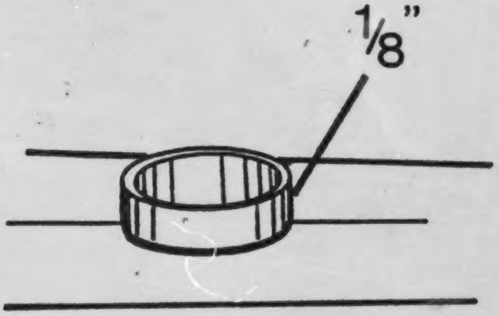
DO: DO JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THE FIT OF THE TUBING.

"TURN THE PAGE"

READ: 5. PUT THE TUBING IN SO THAT 1/8 INCH (ABOUT) STICKS OUT PAST THE TOOL FACE.

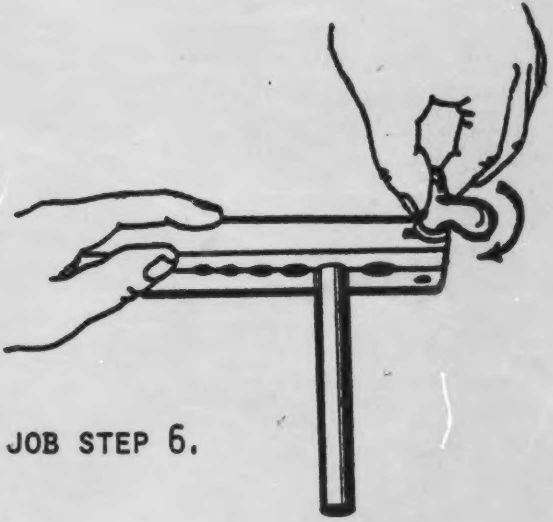
LOOK:



DO: DO JOB STEP 5.

READ: 6. TIGHTEN THE WING NUT CLOSEST TO THE TUBE FIRST. TIGHTEN THE WING NUTS UNTIL THE PIPE WILL NOT SLIP.

LOOK:



DO: DO JOB STEP 6.

"TURN THE PAGE"

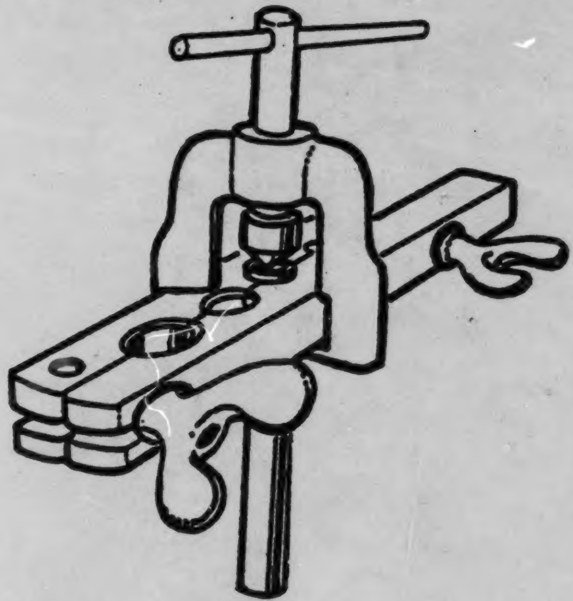
WORD GUIDE

YOKE - A CLAMP.

COMPRESSOR - SCREW WHICH PUSHES AGAINST THE END OF THE TUBING AND FLARES IT.

READ: 7. PLACE THE YOKE OVER THE TOOL SO THAT THE POINTED END OF THE COMPRESSOR IS OVER THE CENTER OF THE TUBING.

LOOK:



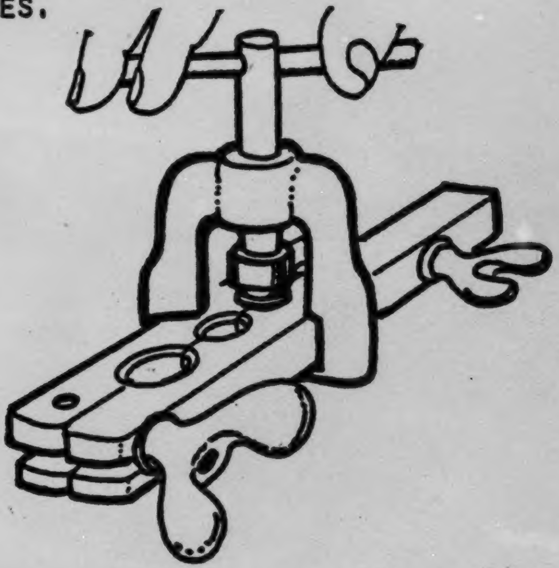
DO: DO JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 8. TURN THE COMPRESSOR SCREW DOWN AS FAR AS IT GOES.

LOOK:

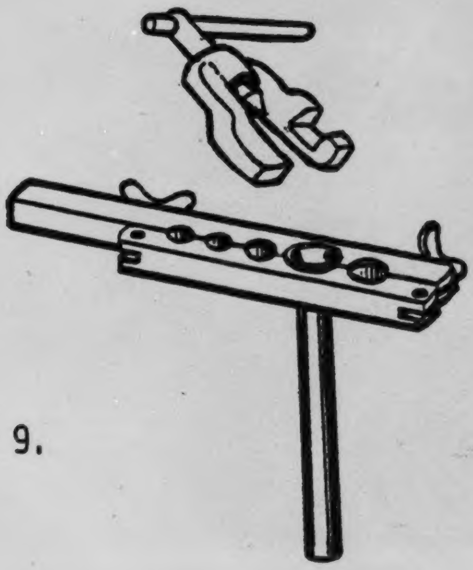


DO: DO JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO CHECK IF THE TUBING HAS A 45° FLARE. IF HE/SHE SAYS IT IS OKAY, GO TO STEP 9. IF, NOT YOUR INSTRUCTOR WILL TELL YOU WHAT TO DO.

READ: 9. LOOSEN THE COMPRESSOR SCREW AND REMOVE THE YOKE.

LOOK:

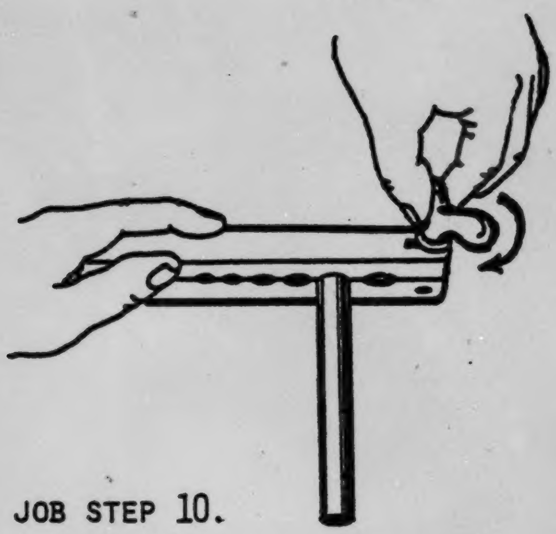


DO: DO JOB STEP 9.

"TURN THE PAGE"

READ: 10. LOOSEN THE WING NUTS AND REMOVE THE TUBING.

LOOK:



DO: Do job step 10.

CHECK: Ask your instructor to inspect the tubing for an even 45° flare all around.

READ: 11. You have finished the job steps for flaring copper tubing. Now, put away all tools.

DO: Do job step 11.

building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 021 1 date: 7/77 level:

skill title: SWEATING COPPER TUBING

developed & written by: DEBORAH J. WHITE

visuals by: DAVE WEHRWEIN

WORD GUIDE

SWEAT - JOIN TOGETHER WITH HOT SOLDER.

SOLDER - A KIND OF METAL WHICH, WHEN HEATED, CAN BE USED TO JOIN TOGETHER TWO OTHER METALS. 50/50 SOLDER IS MADE OF HALF LEAD, HALF TIN.

FLUX - A PASTE USED TO CLEAN METAL OF OXIDE WHICH HELPS TO JOIN THEM TOGETHER.

OXIDE - SCALE THAT FORMS ON METAL.

PERFORMANCE OBJECTIVE

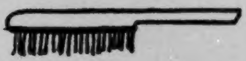
WHAT YOU WILL LEARN:

HOW TO SWEAT COPPER FITTINGS AND TUBING TOGETHER.

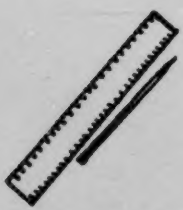
AND IN ORDER TO DO THIS YOU WILL NEED:

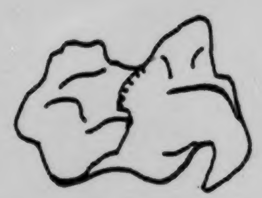
TUBE CUTTER

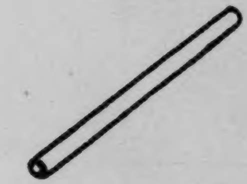
SANDCLOTH OR STEEL WOOL


SMALL STIFF-BRISTLED BRUSH

BUTANE TORCH


RULER AND PENCIL

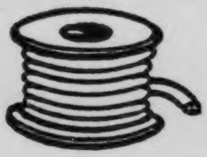

CLEAN CLOTH


12 INCHES OF 1/2 COPPER TUBING

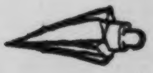
SOLDERING FLUX

"TURN THE PAGE"

ONE 1/2 COPPER
90° ELBOW



ROLL OF 50/50
SOLDER



DEBURRING TOOL

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR SWEATING A SMOOTH JOINT SO THAT IT DOES NOT LEAK.

"TURN THE PAGE"

INFORMATION

THERE ARE FIVE STEPS TO SOLDERING:

1. MEASURING
2. CUTTING TUBING
3. PRECLEANING
4. FLUXING
5. ASSEMBLY

READ MODULE 2202 02 019, USE OF THE TUBE CUTTER.

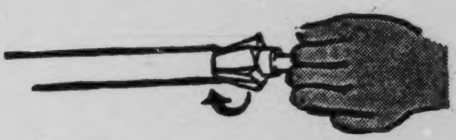
"TURN THE PAGE"

WORD GUIDE

DEBURR - TO SMOOTH OUT SHARP EDGES.

READ: 5. TO DEBURR THE TUBE, TWIST THE DEBURRING TOOL.

LOOK:



DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOUR TUBE IS DEBURRED.

READ: 6. PRECLEANING: CLEAN THE END OF THE TUBE THAT WILL GO INTO THE FITTING. USE SANDCLOTH OR STEEL WOOL.

LOOK:

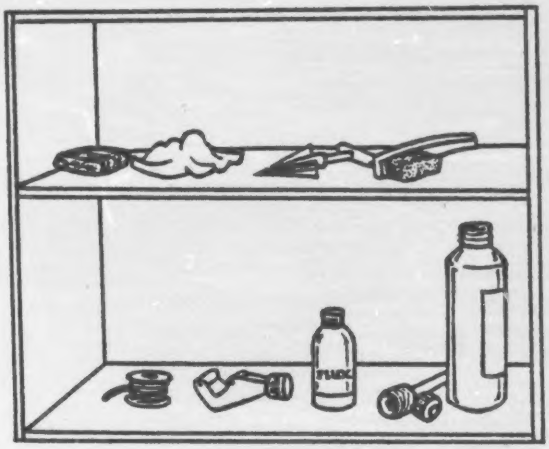
DO: DO JOB STEP 6.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL YOUR EQUIPMENT.

LOOK:



DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE ALL THE EQUIPMENT IN THE PICTURE.

READ: 2. TAKE THE EQUIPMENT TO THE WORK AREA.

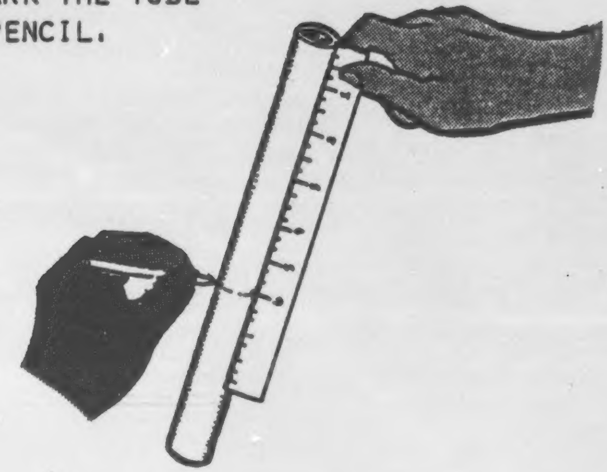
LOOK:

DO: DO JOB STEP 2.
YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

READ: 3. STARTING FROM THE END, MEASURE OFF 6 INCHES OF TUBING. MARK THE TUBE WITH YOUR PENCIL.

LOOK:

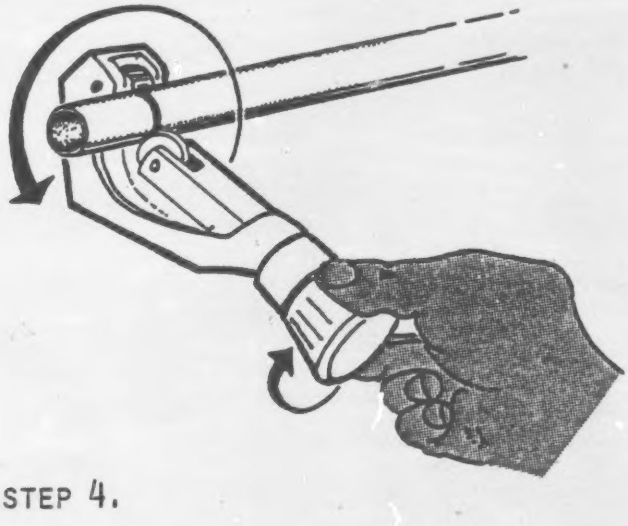


DO: Do JOB STEP 3.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

READ: 4. CUT THE TUBING AT THE 6 INCH MARK. WEAR SAFETY GLASSES.

LOOK:



DO: Do JOB STEP 4.

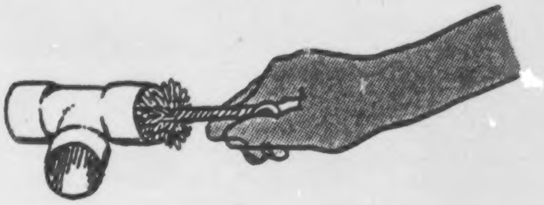
"TURN THE PAGE"

WORD GUIDE

ABRASIVES - SMALL PIECES LEFT FROM FILING OR GRINDING.

READ: 7. CLEAN THE CUP OF THE FITTING BORE.

LOOK:



DO: DO JOB STEP 7.

READ: 8. WITH A CLOTH, WIPE TUBE AND FITTING CLEAN. WIPE OFF ALL ABRASIVES AND GRIT.

LOOK:

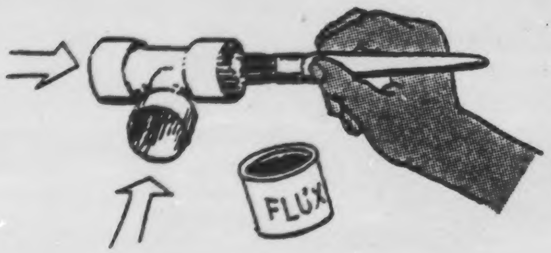
DO: DO JOB STEP 8.

CHECK: SHOW YOUR INSTRUCTOR THAT YOUR TUBE AND FITTING ARE CLEAN.

"TURN THE PAGE"

READ: 9. Fluxing: Brush flux on the parts you cleaned.

LOOK:

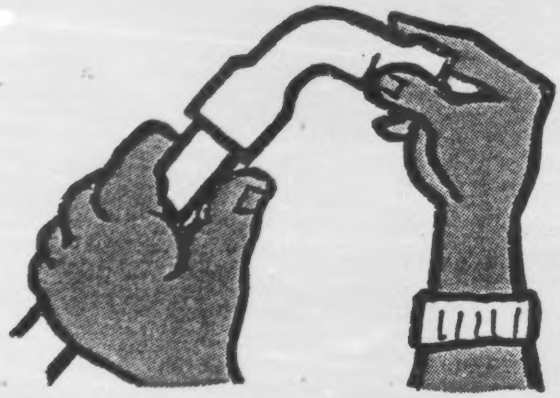


DO: Do job step 9.

CHECK: Use just a little flux. Ask your instructor to watch you.

READ: 10. Assembly: Twist 90° elbow onto the tube.

LOOK:



DO: Do job step 10.

"TURN THE PAGE"

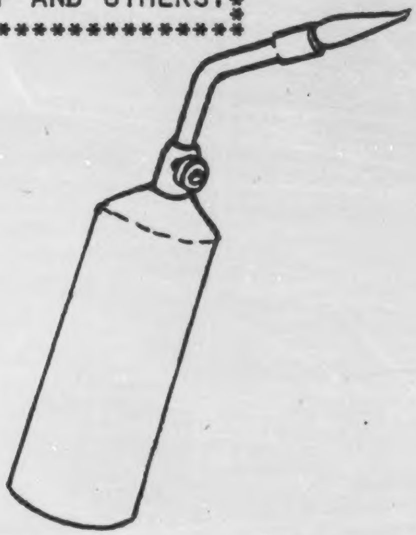
WORD GUIDE

BUTANE TORCH - GAS BURNER USED FOR JOINING METALS TOGETHER.

READ: 11. LIGHT BUTANE TORCH.

CAUTION - BE CAREFUL AND SAFE. POINT FLAME AWAY FROM YOURSELF AND OTHERS.

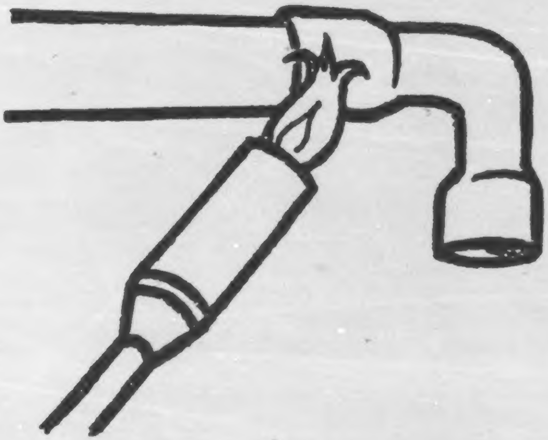
LOOK:



DO: Do JOB STEP 11.

READ: 12. KEEP THE TUBE AND FITTING IN THE FLAME AND TURN TUBE SO ALL SIDES GET HOT.

LOOK:



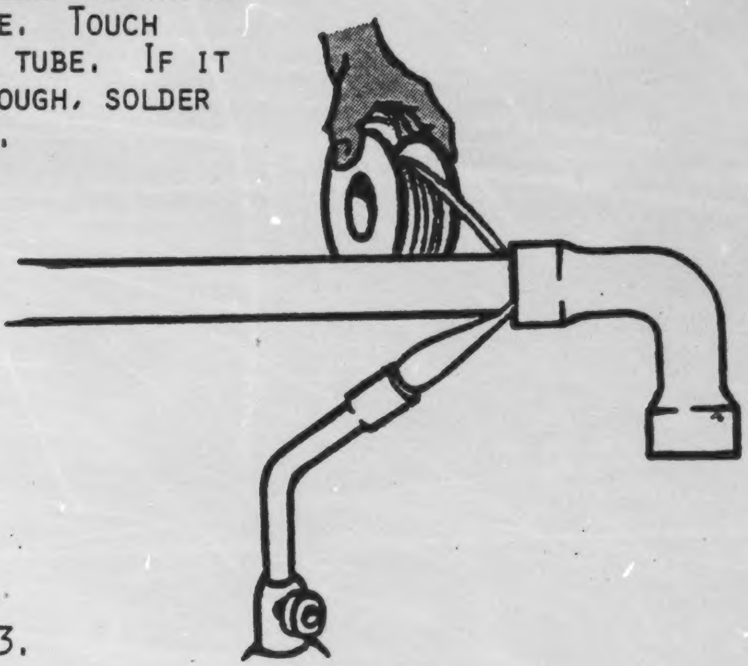
DO: Do JOB STEP 12.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

"TURN THE PAGE"

READ: 13. PUT ON SOLDER AS SHOWN IN PICTURE. TOUCH SOLDER TO TUBE. IF IT IS HOT ENOUGH, SOLDER WILL MELT.

LOOK:



DO: DO JOB STEP 13.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

READ: 14. ASSEMBLY: WHEN SOLDER BEGINS DRIP FROM THE BOTTON OF FITTING, THE JOINT IS FILLED. WITH CLOTH, WIPE UP DRIPS BEFORE THEY HARDEN.

LOOK:

DO: DO JOB STEP 14.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

"TURN THE PAGE"

READ: 15. Turn off butane torch.

LOOK:

DO: Do job step 15.

CHECK: Ask your instructor to watch you.

READ: 16. After joint cools, wipe with a rag.

LOOK:

DO: Do job step 16.

CHECK: Ask your instructor to see if you have sweated a smooth joint so that it does not leak.

"Turn the page"

READ: 17. PUT AWAY ALL YOUR EQUIPMENT.

DO: DO JOB STEP 17.

building maintenance & engineering

unit: General Maintenance

capital area career center

module: 2201 02 022 1 date: 5/77 level:

skill title: Soldering Copper "T" into Existing Line

developed & written by: Deborah J. White

visuals by:

WORD GUIDE

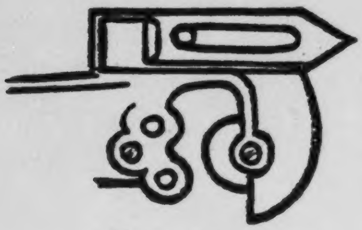
"T" OR "TEE" - A COPPER FITTING SHAPED LIKE THE LETTER "T" THAT FITS COPPER TUBING.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO PUT A "T" IN A WATER LINE.

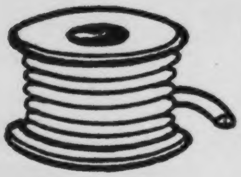
WHAT YOU WILL NEED:



TUBE CUTTER

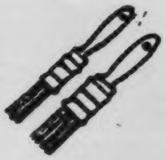
PROPANE TORCH

FLUX (SOLDERING)

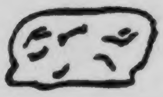


SOLDER 50/50

RAGS

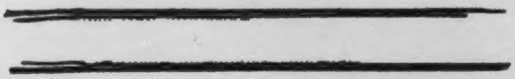


FLUX BRUSHES



EMERY CLOTH

FIRE EXTINGUISHER



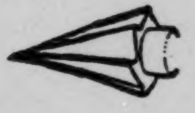
EXISTING 1/2-INCH COPPER WATER LINE

"TURN THE PAGE"

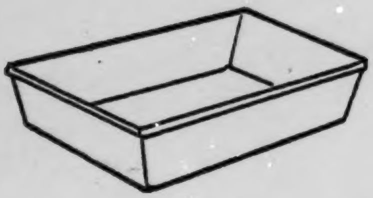
. . . YOU WILL NEED:

1/2 x 1/2 x 1/2 copper "T"

Safety glasses



Hand reamer



Drip pan

Asbestos paper

What you must do:

1. Read the module.
2. Get your equipment.
3. Do the job steps for soldering a "T" into a water line.

"Turn the page"

INFORMATION

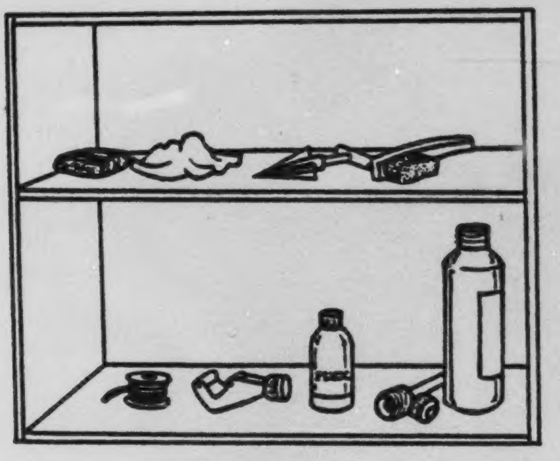
READ MODULE 2201 02 019 1, USE OF TUBING CUTTER. READ MODULE 2201 02 021 1, SWEATING COPPER TUBING. LEARN ALL WORDS AND STUDY PICTURES.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL YOUR EQUIPMENT.

LOOK:



DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE ALL THE EQUIPMENT YOU NEED.

READ: 2. TAKE EQUIPMENT TO YOUR WORK AREA.

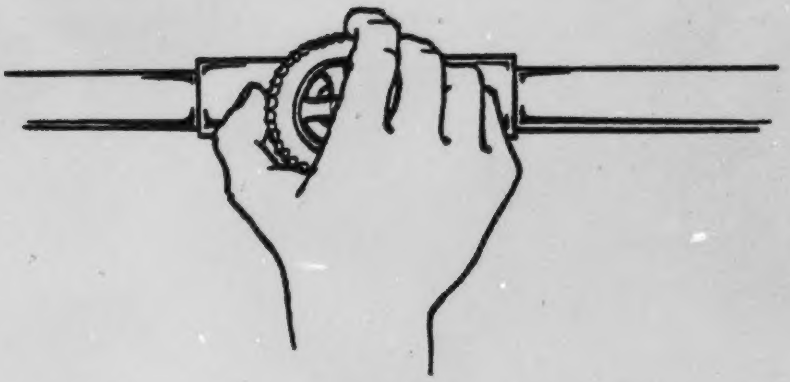
LOOK:

DO: DO JOB STEP 2.
YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

READ: 3. TURN OFF PRESSURE ON THE LINE.

LOOK:



DO: DO JOB STEP 3.

CHECK: ASK YOUR INSTRUCTOR WHERE TO TURN OFF THE PRESSURE ON YOUR LINE.

READ: 4. FIND THE NEAREST HOT AND COLD FAUCETS AND OPEN THEM.

LOOK:

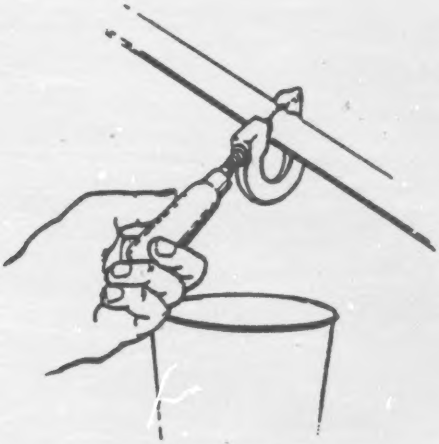
DO: DO JOB STEP 4.

CHECK: LEAVE THE FAUCETS OPEN.

"TURN THE PAGE"

READ: 5. CUT LINE WITH TUBE CUTTER. WEAR SAFETY GLASSES.

LOOK:

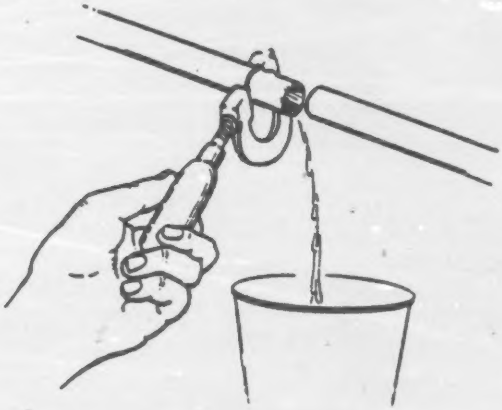


DO: DO JOB STEP 5.

CHECK: PUT A DRIP PAN UNDER THE LINE WHERE YOU WILL CUT. LET THE WATER RUN OUT. ASK YOUR INSTRUCTOR TO WATCH YOU.

READ: 6. CUT THE LINE AGAIN 1/2-INCH AWAY FROM THE FIRST CUT (THE "T" FITTING CAN GO INTO THIS SPACE.)

LOOK:



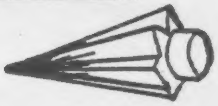
DO: DO JOB STEP 6.

CHECK: YOUR INSTRUCTOR SHOULD BE WATCHING YOU WORK.

"TURN THE PAGE"

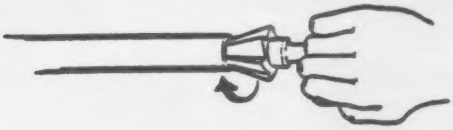
WORD GUIDE

REAMER -



READ: 7. To smooth the edges, turn the reamer in both ends of the tubing.

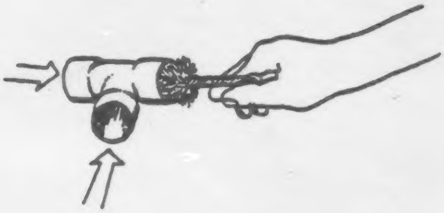
LOOK:



DO: Do job step 7.

READ: 8. Clean all 3 ends of the "T" with a wire brush.

LOOK:



DO: Do job step 8.

CHECK: Ask your instructor to check your work.

"Turn the page"

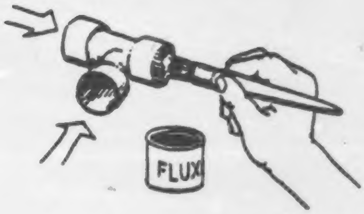
WORD GUIDE

EMERY CLOTH - ROUGH CLOTH USED FOR GRINDING.

FLUX - LIQUID USED IN SOLDERING.

READ: 9. BRUSH A LITTLE FLUX ON THE PLACES YOU JUST CLEANED.

LOOK:



DO: DO JOB STEP 9.

READ: 10. CLEAN BOTH ENDS OF THE LINE YOU JUST CUT WITH EMERY CLOTH.

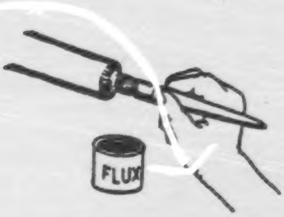
LOOK:

DO: DO JOB STEP 10.

"TURN THE PAGE"

READ: 11. PUT A LITTLE FLUX ON THE AREAS YOU JUST CLEANED.

LOOK:



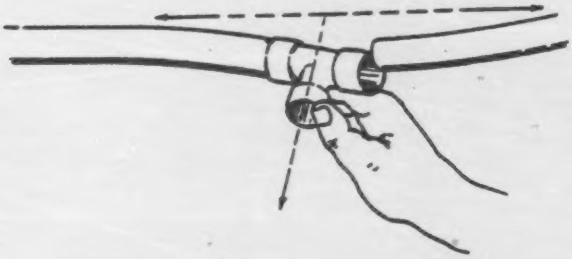
DO: DO JOB STEP 11.

READ: 12. PUT "T" INTO LINE.

NOTE: YOU MUST PULL LINE APART CAREFULLY.

PUT THE LEAD OPENING OF THE "T" INTO LINE.

LOOK:



DO: DO JOB STEP 12.

CHECK: ASK YOUR INSTRUCTOR TO SHOW YOU HOW TO DO THIS.

"TURN THE PAGE"

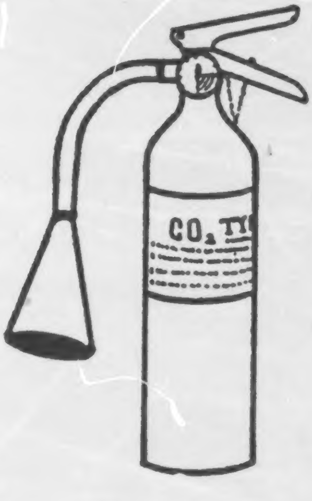
READ: 13. CLEAN YOUR WORK AREA OF EVERYTHING THAT CAN BURN (WOOD, PAPER, RAGS).

LOOK:

DO: DO JOB STEP 13.

READ: 14. A FIRE EXTINGUISHER SHOULD BE NEAR YOUR WORK AREA.

LOOK:



DO: DO JOB STEP 14.

CHECK: ASK YOUR INSTRUCTOR IF YOU HAVE THE RIGHT KIND OF FIRE EXTINGUISHER.

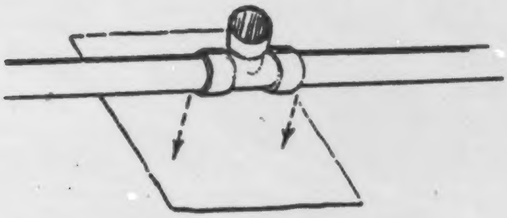
"TURN THE PAGE"

WORD GUIDE

ASBESTOS PAPER - Paper that will not burn.

READ: 15. Using a pan of water, wet some asbestos paper. Cover any area that may catch on fire with the wet asbestos paper.

LOOK:



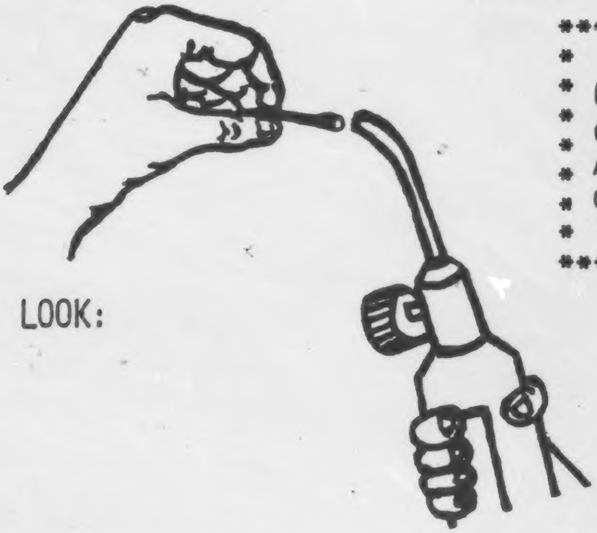
DO: Do job step 15.

CHECK: Ask your instructor where to find the asbestos paper.

READ: 16. Light the propane torch.

```
******************************
*                            *
* CAUTION!  Wear safety      *
* glasses.  Point flame      *
* away from yourself and     *
* others.                    *
*                            *
******************************
```

LOOK:



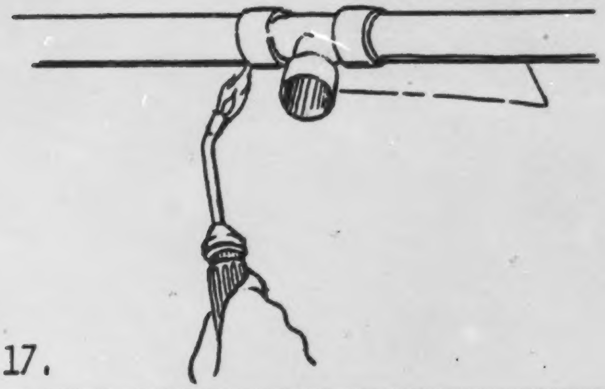
DO: Do job step 16.

CHECK: Ask your instructor to watch you work. Be careful!

"Turn the page"

READ: 17. POINT THE FLAME AT THE BOTTOM OF THE FITTING AND KEEP MOVING THE FLAME. ASK YOUR INSTRUCTOR TO WATCH THE TIME AS YOU HEAT THE FITTING FOR 10 SECONDS. KEEP THE TORCH MOVING.

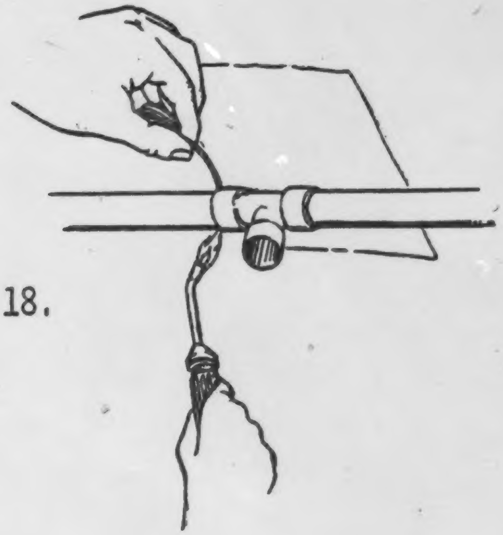
LOOK:



DO: Do JOB STEP 17.

READ: 18. AFTER 10 SECONDS TOUCH THE SOLDER TO THE TOP OF THE FITTING -- IT WILL MELT IF IT IS HOT ENOUGH. (HEAT LONGER THAN 10 SECONDS, IF SOLDER DOES NOT MELT.) MOVE THE SOLDER ALL AROUND PIPE QUICKLY AND THEN STOP.

LOOK:

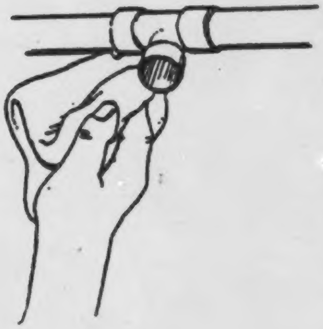


DO: Do JOB STEP 18.

"TURN THE PAGE"

READ: 19. IF YOU USE TOO MUCH SOLDER, IT WILL DRIP INTO A LUMP. TO TAKE THE LUMP OFF, HEAT IT AND WIPE IT OFF WITH A RAG.

LOOK:



DO: DO JOB STEP 19.

CHECK: YOUR INSTRUCTOR SHOULD BE WATCHING YOU WORK. WORK QUICKLY AND CAREFULLY.

READ: 20. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK: TELL YOUR INSTRUCTOR HOW TO SOLDER A COPPER "T" INTO A LINE.

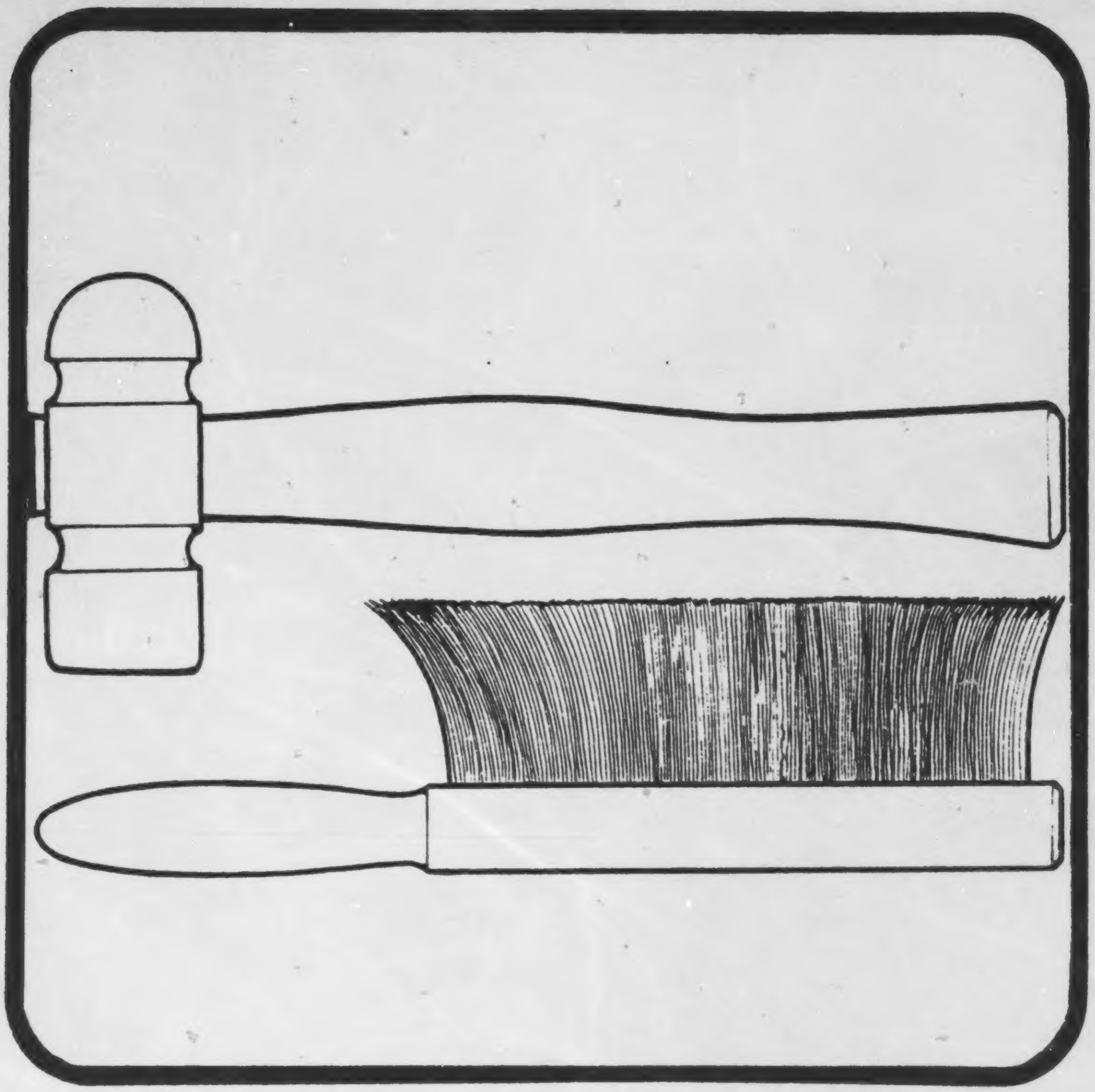
DO: DO JOB STEP 20.

CHECK: BE READY TO ANSWER QUESTIONS.

READ: 21. PUT AWAY YOUR EQUIPMENT.

LOOK:

DO: DO JOB STEP 21.



building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 023 1 **date:** APRIL 1977 **level:**

skill title: SERVICING AIR COMPRESSORS

developed & written by: DEBORAH J. LIVINGSTON-WHITE

visuals by: BRUCE BENNETT

WORD GUIDE

SCHEDULE - A TIME TABLE.

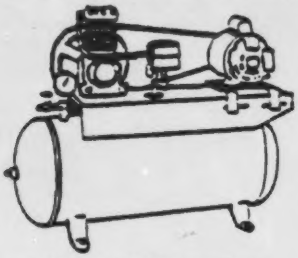
MAINTENANCE - TO CHECK OR REPAIR AS NEEDED.

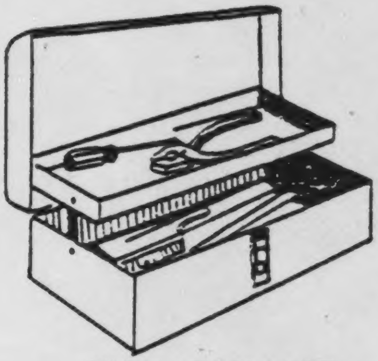
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

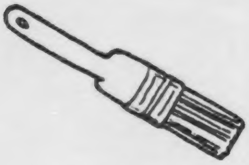
HOW TO SERVICE AND MAINTAIN AN AIR COMPRESSOR ACCORDING TO A SCHEDULE.

WHAT YOU WILL NEED:

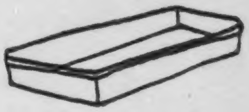

AIR COMPRESSOR

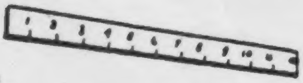

SMALL TOOL KIT

OIL

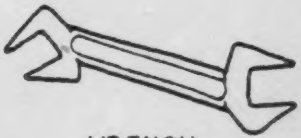

SMALL PAINT BRUSH

SMALL FUNNEL


OIL PAN


STEEL POCKET RULER

WIPING CLOTH


WRENCH

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. NAME THE PARTS OF THE AIR COMPRESSOR.
4. DO THE JOB STEPS FOR WEEKLY AND 3-MONTH MAINTENANCE ON THE AIR COMPRESSOR.

"TURN THE PAGE"

WORD GUIDE

STORED - KEPT, SAVED IN SAFE PLACE.

JOB STEPS

READ: 1. LOOK AT THE PICTURES OF THE PARTS OF THE COMPRESSOR. AND STUDY THE FOLLOWING PARTS:

LOOK:

FIGURE A. AIR COMPRESSOR TANK - WHERE THE AIR IS COMPRESSED AND STORED.

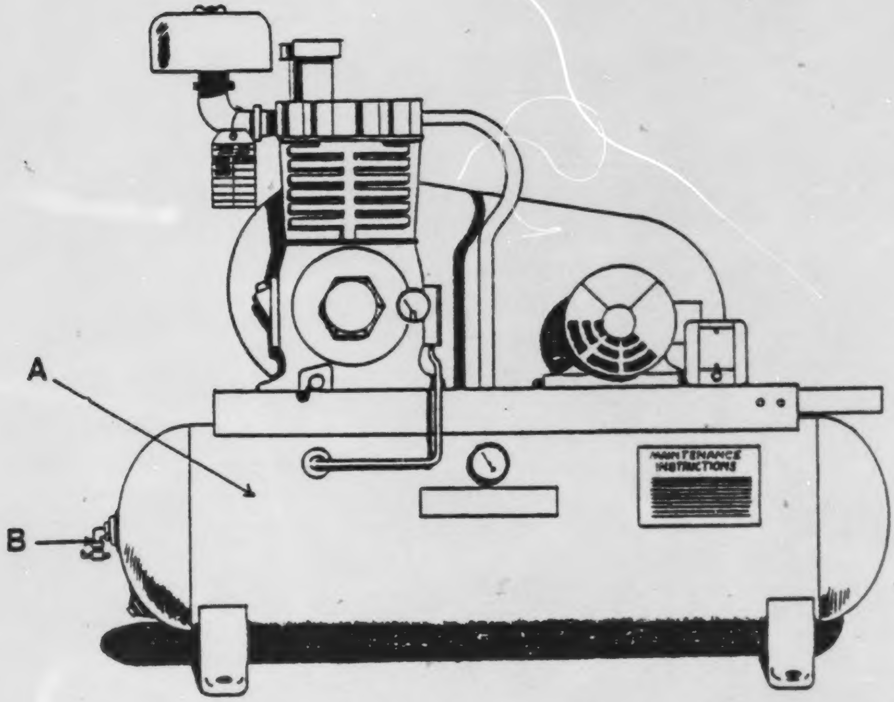


FIGURE B. DRAIN VALVE - USED TO DRAIN WATER FROM TANK.

"TURN THE PAGE"

Figure C. Pressure gauge - shows the pressure of the air in the tank in pounds per square inch (P.S.I.)

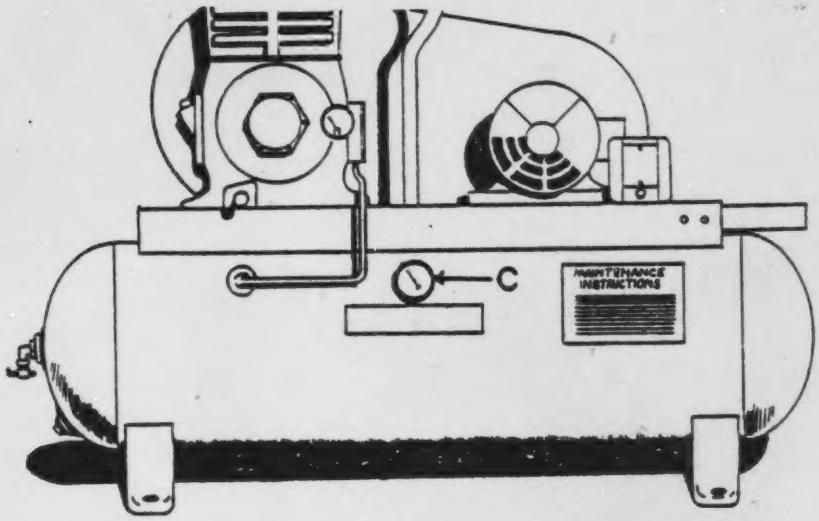
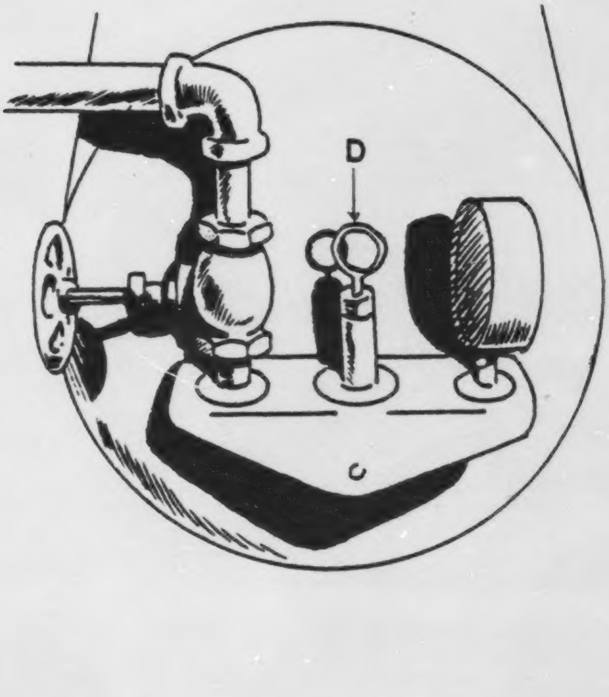


Figure D. Air safety valve - with ring - type lifter for test. This is on the air line from the compressor.



"Turn the page"

Figure E. Compressor pump

Figure F. Cooling fins

Figure G. Air filter

Figure H. Oil level gauge

Figure I. Oil drain plug

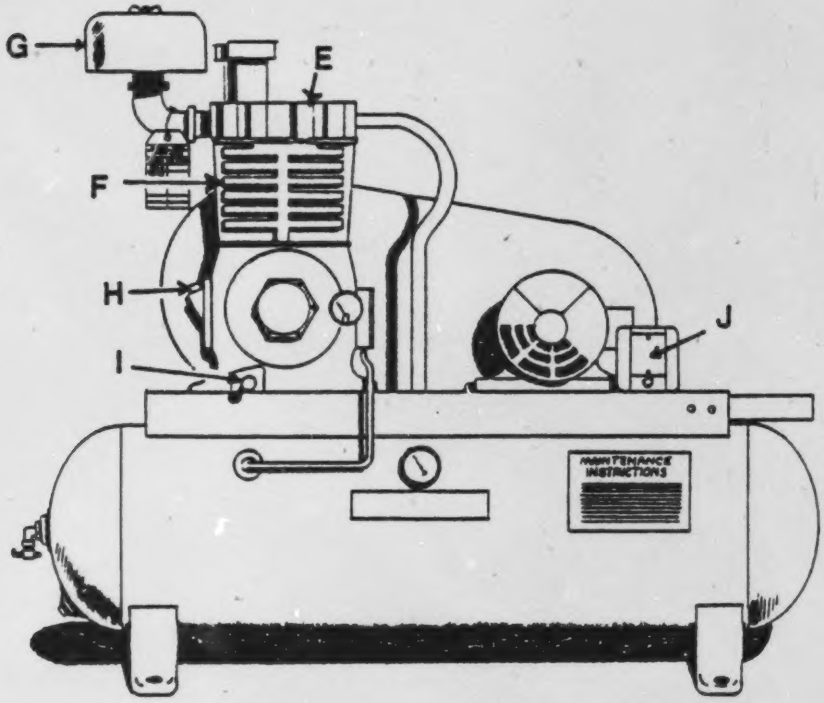


Figure J. Pressure control - there is one (1) control; it controls the low pressure at which the compressor starts and the high pressure at which the compressor stops.

"Turn the page"

FIGURE K. BELT GUARD - GOES AROUND THE BELT AND THE PULLEYS.

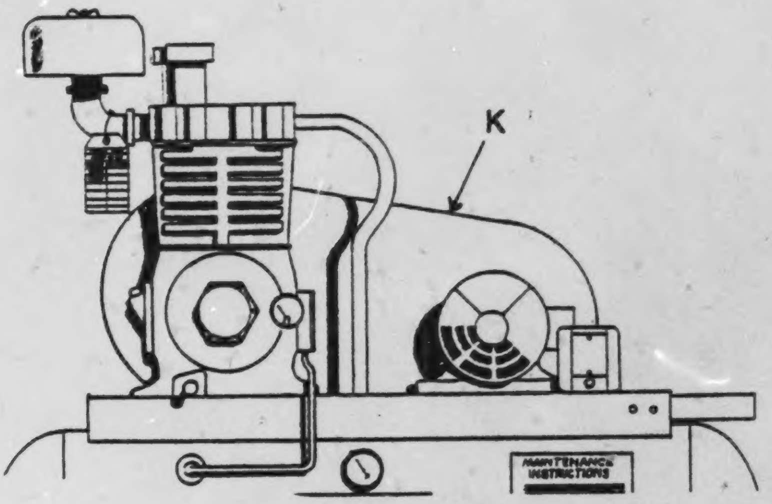


FIGURE L. FILTER-REGULATOR - (ALSO SEE THE DRAIN-VALVE).

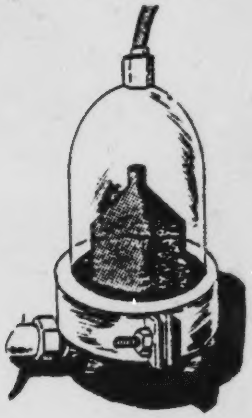
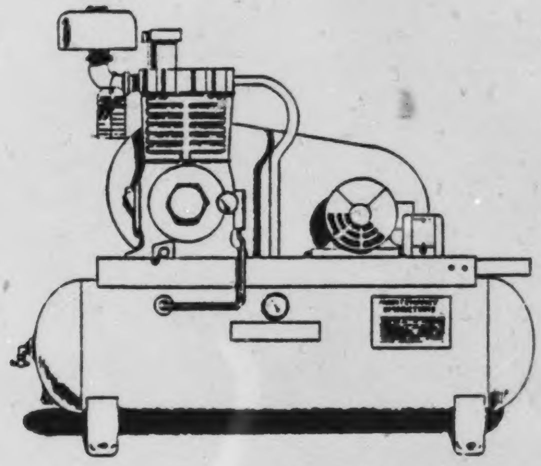


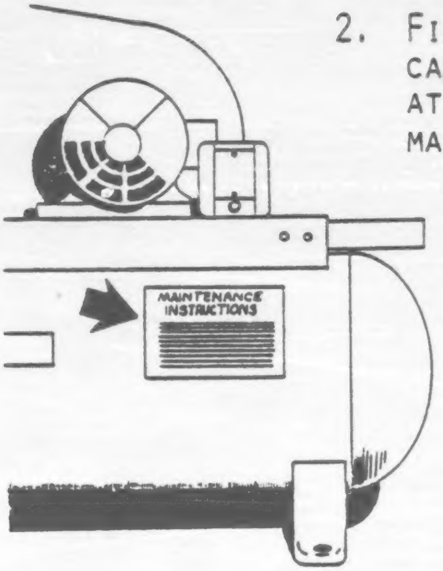
FIGURE M. ENTIRE COMPRESSOR



"TURN THE PAGE"

READ: 2. FIND THE "MAINTENANCE SCHEDULE" CARD ON THE COMPRESSOR. LOOK AT THE WEEKLY AND 3-MONTH MAINTENANCE SCHEDULES.

LOOK:



DO: DO JOB STEP 2.

CHECK: SHOW YOUR INSTRUCTOR THE WEEKLY AND 3-MONTH MAINTENANCE SCHEDULES.

READ: 3. EVERY WEEK CHECK:
LISTEN FOR AIR LEAKS.

LOOK:

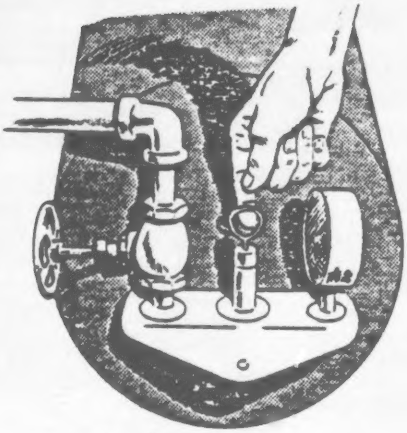
DO: DO JOB STEP 3.

CHECK: IF YOU HEAR A LEAK, TELL YOUR INSTRUCTOR.

"TURN THE PAGE"

READ: 4. EVERY WEEK CHECK: FIND THE AIR SAFETY VALVE (SEE FIGURE D). PULL ON THE RING LIFTER. THEN, LET IT GO.

LOOK:

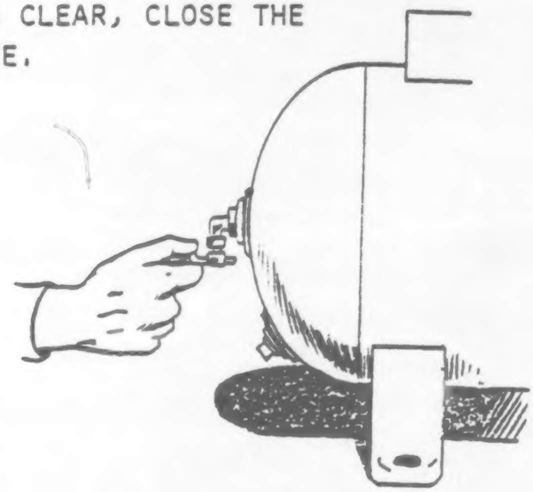


DO: DO JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU PULL THE RING LIFTER. IF NO AIR COMES OUT, TELL YOUR INSTRUCTOR.

READ: 5. FIND THE DRAIN VALVE (FIGURE B). OPEN THE DRAIN VALVE. THE AIR WILL BE CLOUDY AT FIRST. WHEN THE AIR IS CLEAR, CLOSE THE DRAIN VALVE.

LOOK:



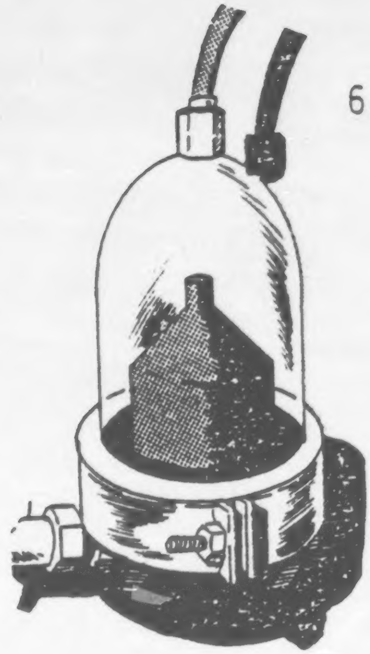
DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU OPEN THE DRAIN VALVE AND THEN, CLOSE IT.

"TURN THE PAGE"

READ: 6. Every week check: Find the filter regulator (figure L). Find the drain valve at the bottom. Open it. Air will be cloudy at first. When air is clear, close it.

LOOK:

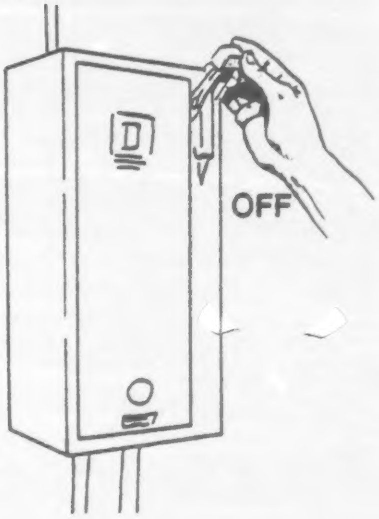


DO: Do job step 6.

CHECK: Ask your instructor to watch you.

READ: 7. Turn off the power to the compressor motor.

LOOK:



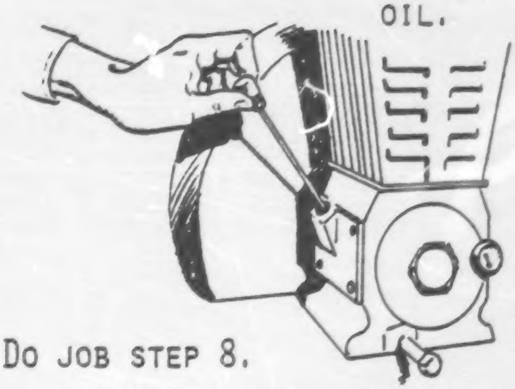
DO: Do job step 7.

CHECK: Ask your instructor to watch you.

"Turn the page"

READ: 8. Every week check: Find the oil level gauge on the pump (figure H). If there is a dip stick, push into the oil level gauge. If oil level is below the "full" mark on the dipstick, add some oil.

LOOK:

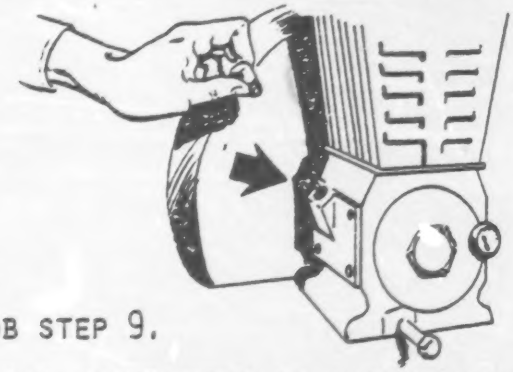


DO: Do job step 8.

READ: 9. If there is no dip stick, look in the hole and see if the oil is up to bottom of the screw threads. If oil is below the screw threads, add some oil.

CAUTION - Do not overfill.

LOOK:



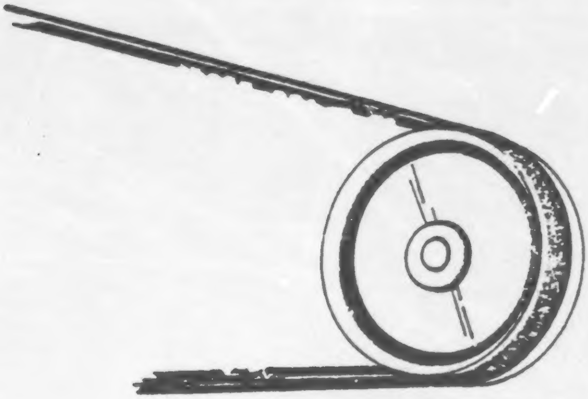
DO: Do job step 9.

CHECK: Ask your instructor to check the oil level.

"Turn the page"

READ: 10. LOOK FOR CRACKING OR TEARING IN THE BELTS.

LOOK:

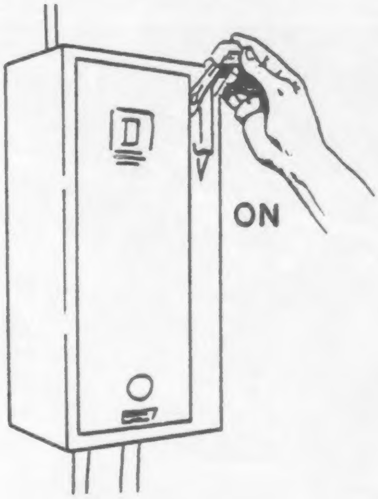


DO: DO JOB STEP 10.

CHECK: IF YOU SEE A CRACK OR TEAR, ASK YOUR INSTRUCTOR HOW TO CHANGE THE BELT.

READ: 11. TURN ON THE POWER TO THE COMPRESSOR.

LOOK:



DO: DO JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

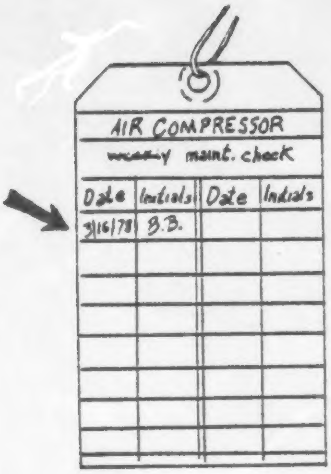
"TURN THE PAGE"

WORD GUIDE

INITIAL - The first letters of your first and last name.

READ: 12. WRITE THE DATE on the weekly maintenance schedule card. WRITE YOUR INITIALS on the weekly schedule card.

LOOK:

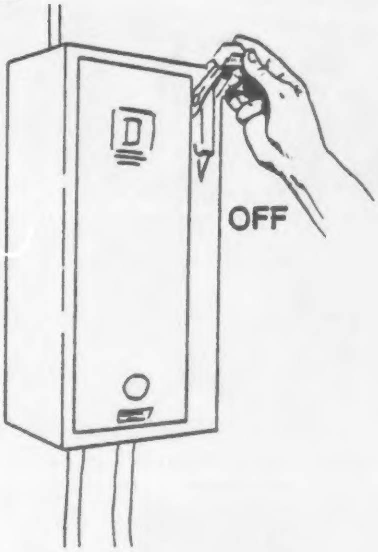


DO: Do job step 12.

CHECK: Ask your instructor to check your DATE and INITIALS on the weekly schedule.

READ: 13. THREE-MONTH CHECK: TURN OFF THE POWER TO THE COMPRESSOR MOTOR.

LOOK:



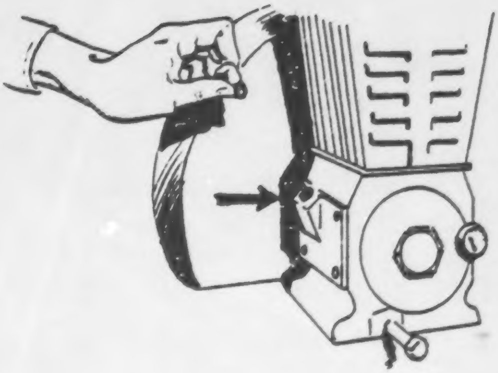
DO: Do job step 13.

CHECK: Ask your instructor to watch you.

"Turn the page"

READ: 14. CHANGE CRANKCASE OIL. FIRST, OPEN UP THE OIL SCREW PLUG WHERE OIL LEVEL IS CHECKED.

LOOK:

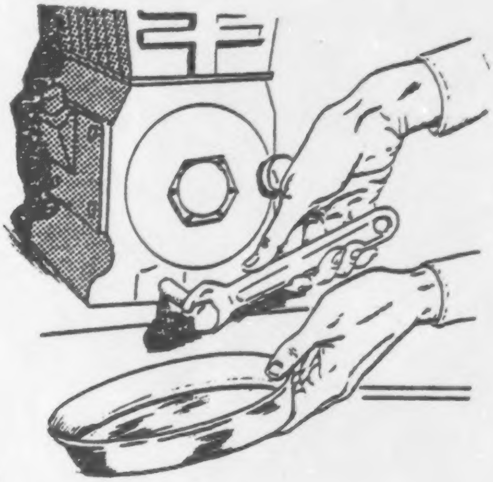


DO: DO JOB STEP 14.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

READ: 15. PUT AN OIL PAN UNDER THE OIL DRAIN PLUG. THEN, USING A WRENCH, TAKE OUT THE OIL DRAIN PLUG.

LOOK:



DO: DO JOB STEP 15.

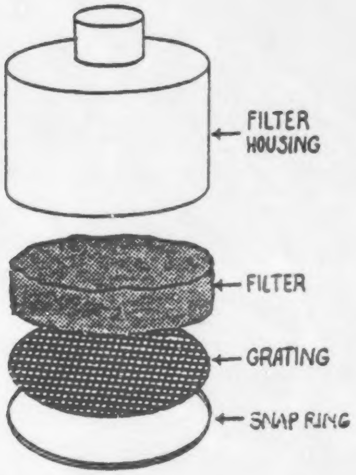
CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

"TURN THE PAGE"

READ:

16. TAKE THE AIR FILTER OUT. THERE ARE 2 KINDS OF AIR FILTERS. SOME COMPRESSORS HAVE A SNAP RING THAT HOLDS A PIECE OF FILTER MATERIAL. IF YOURS HAS THIS RING, USE YOUR PLIERS TO RELEASE THE SNAP RING. PUT IN NEW FILTER.

LOOK:



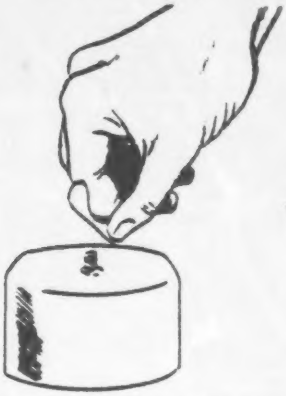
DO: DO JOB STEP 16.

CHECK: IF YOUR AIR COMPRESSOR IS NOT THE SNAP RING TYPE, GO ON TO JOB STEP 17. OTHERWISE, GO ON TO JOB STEP 18.

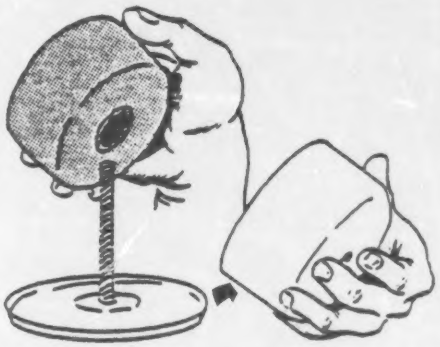
"TURN THE PAGE"

READ: 17. SOME COMPRESSORS HAVE AN OIL-WETTED FILTER ELEMENT. IF YOURS HAS THIS ELEMENT, UNSCREW THE WING NUT AND TAKE THE FILTER OUT. THEN, WASH FILTER IN SPECIAL SOLVENT. (ASK YOUR INSTRUCTOR TO HELP). DIP FILTER IN OIL. DRAIN OFF EXTRA OIL. PUT FILTER BACK IN.

LOOK:

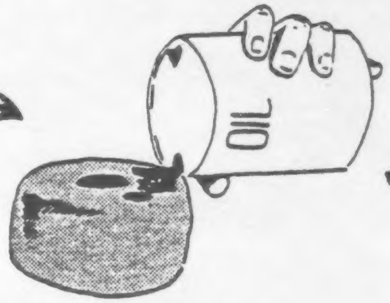


UNSCREW WING NUT



TAKE FILTER OUT

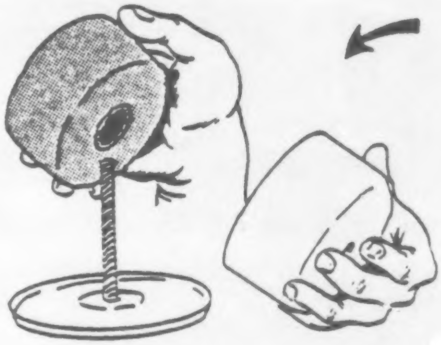
WASH FILTER
IN SOLVENT



DIP FILTER IN OIL

DRAIN

PUT FILTER
BACK IN

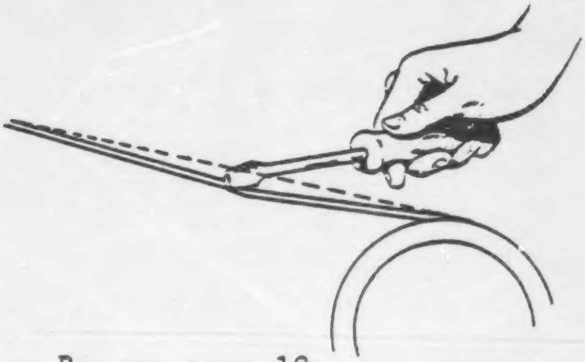


DO: DO JOB STEP 17.

"TURN THE PAGE"

READ: 18. CHECK THE BELT TENSION. (YOU MAY HAVE TO REACH THROUGH THE BELT GUARD). PRESS DOWN ON THE TOP OF THE BELT WITH A SCREWDRIVER. IT SHOULD GO DOWN ABOUT ½ INCH. IF THE BELT IS TOO LOOSE, TELL YOUR INSTRUCTOR.

LOOK:



DO: DO JOB STEP 18.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU. ASK NECESSARY QUESTIONS.

READ: 19. CLEAN OR PUT A NEW FILTER ELEMENT IN THE FILTER-REGULATOR. ASK YOUR INSTRUCTOR HOW TO DO THIS.

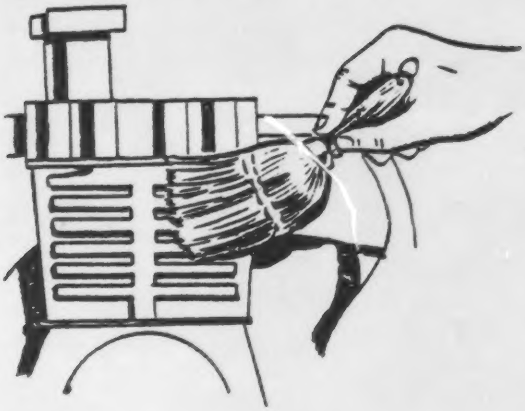
DO: DO JOB STEP 19.

CHECK: ASK YOUR INSTRUCTOR HOW TO CLEAN OR PUT A NEW FILTER ELEMENT IN THE FILTER-REGULATOR.

"TURN THE PAGE"

READ: 20. Using a small brush, clean the cooling fins. Use your cloth to clean dirt on the compressor.

LOOK:

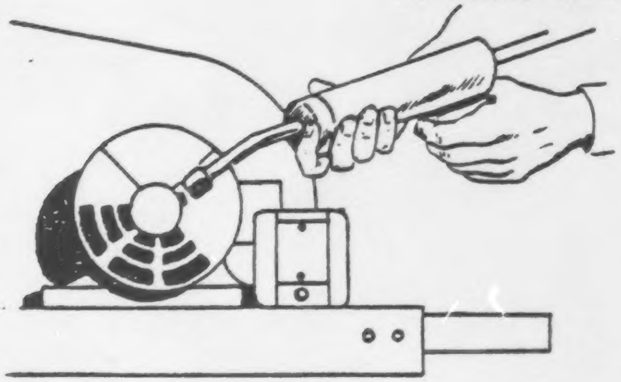


DO: Do job step 20.

CHECK: Ask your instructor to check to see that the cooling fins are clean.

READ: 21. Using a grease gun, grease the motor. Two (2) cranks is enough. The end of the grease gun will fit over the small grease-fittings of the motor.

LOOK:



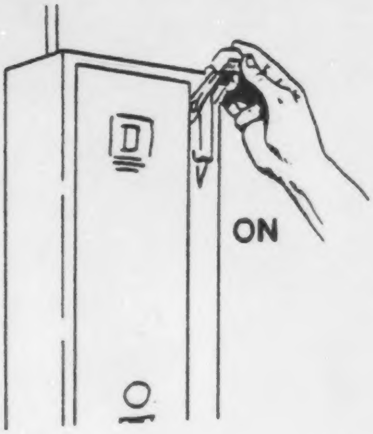
DO: Do job step 21.

CHECK: Ask your instructor to watch you.

"Turn the page"

READ: 22. TURN ON POWER TO COMPRESSOR MOTOR.

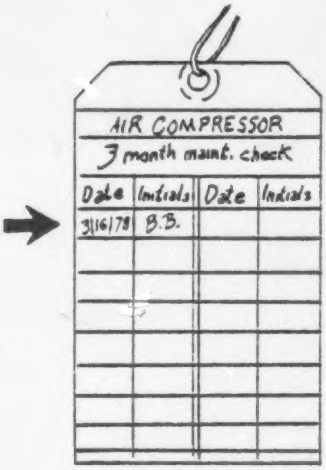
LOOK:



DO: DO JOB STEP 22.

READ: 23. WRITE THE DATE AND YOUR INITIALS ON THE 3-MONTHS MAINTENANCE SCHEDULE CARD.

LOOK:



AIR COMPRESSOR

3 month maint. check

Date	Initials	Date	Initials
3/16/78	B.B.		

DO: DO JOB STEP 23.

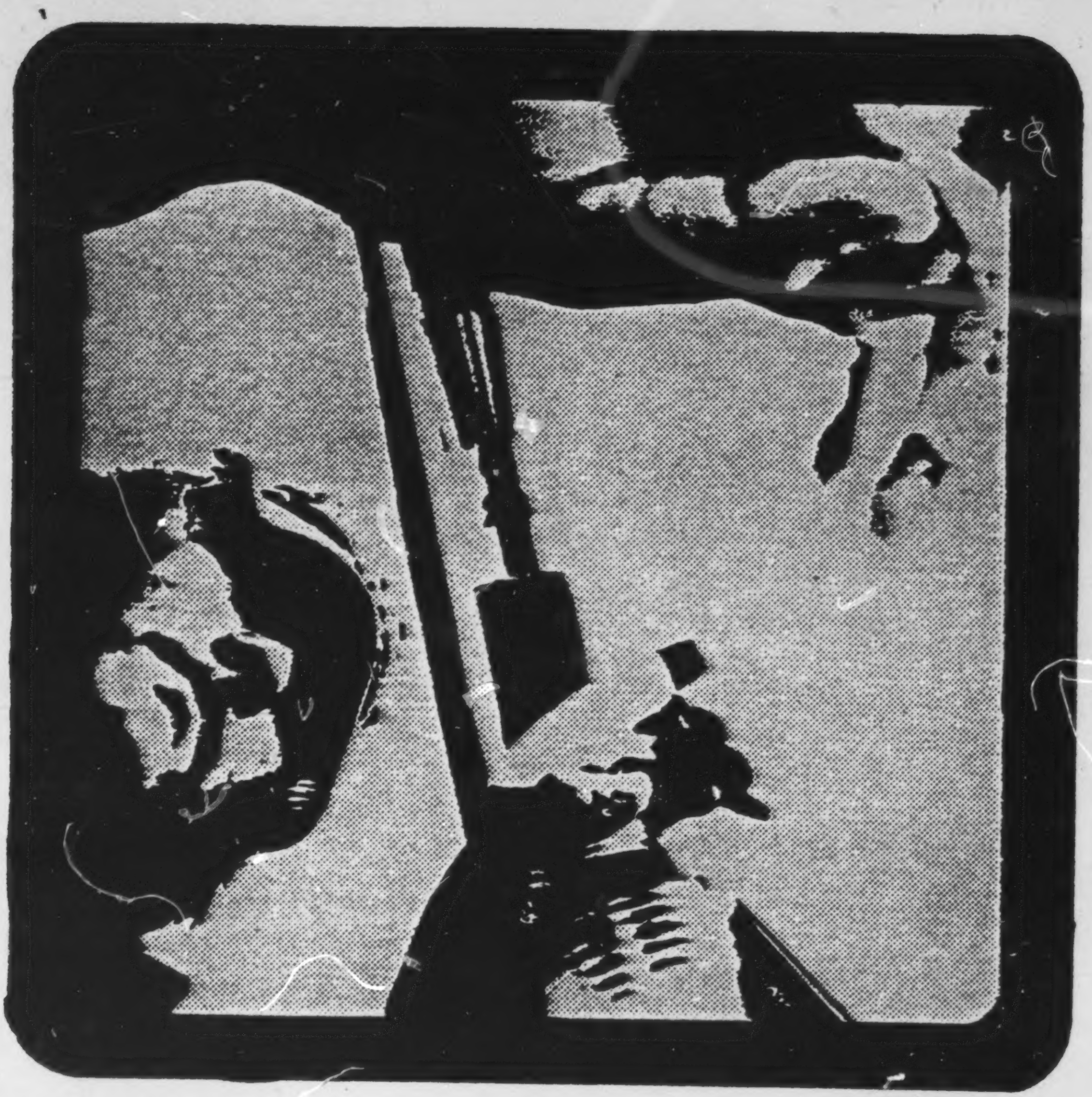
CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU PUT THE DATE AND YOUR INITIALS IN THE RIGHT PLACE.

"TURN THE PAGE"

READ: 24. ASK YOUR INSTRUCTOR HOW TO CHECK AND ADJUST THE PRESSURE CONTROL. THIS MUST BE CHECKED EVERY 6 MONTHS.

DO: DO JOB STEP 24.

CHECK: ASK YOUR INSTRUCTOR ANY QUESTIONS YOU MAY HAVE ABOUT MAINTENANCE CHECKS ON THE AIR COMPRESSOR.



building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 024 1 date: 5/77 level:

skill title: DOOR CLOSERS

developed & written by: DEBRA CONSTANTINI

visuals by: GLEN COOLEY

WORD GUIDE

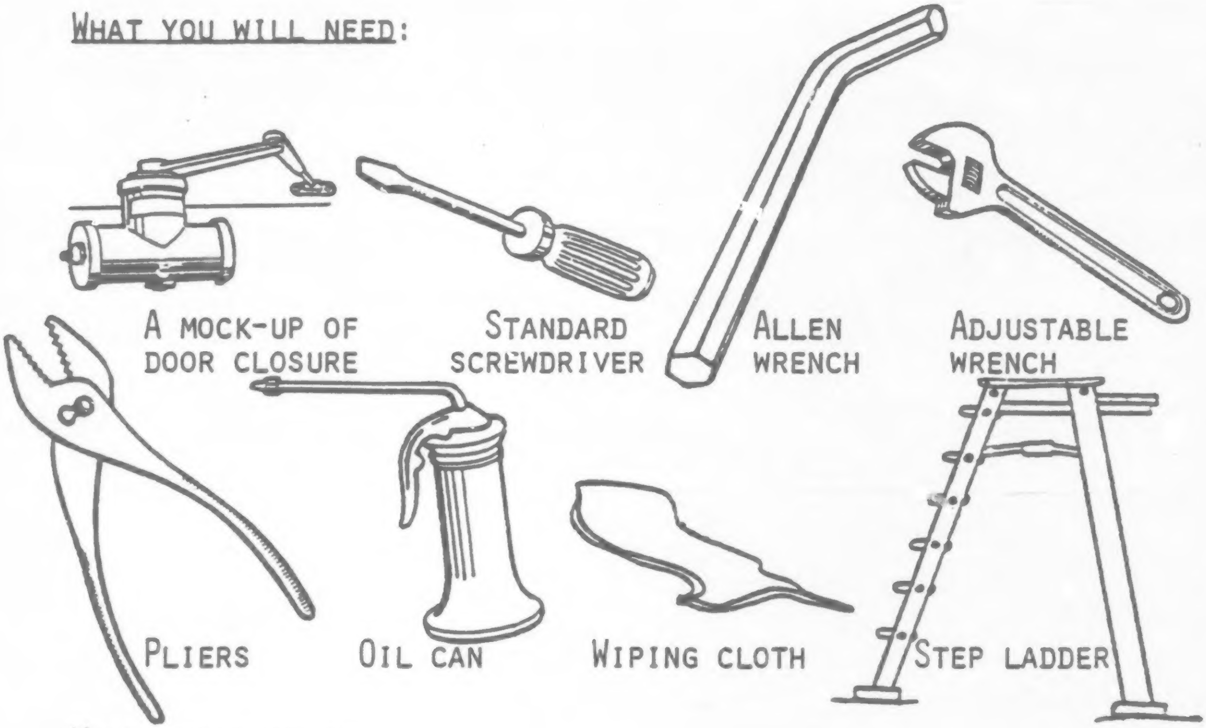
CLOSURE - SOMETHING THAT CLOSES.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO SET A DOOR CLOSURE AND ALSO, HOW TO PREVENT HAVING TO MAKE REPAIRS.

WHAT YOU WILL NEED:



WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. COMPLETE THE JOB STEPS FOR SETTING A DOOR CLOSURE AND PREVENTING REPAIRS.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL EQUIPMENT LISTED ON PAGE 2 AND TAKE IT TO YOUR WORK AREA.

LOOK:

DO: Do job step 1.

CHECK: Ask your instructor to check to see if you have all equipment in picture. He/she will tell you where to go.

READ: 2. Put practice door closer on work table and then check all screws, bolts, nuts to see if they are tight.

LOOK:

DO: Do job step 2.

"Turn the page"

WORD GUIDE

CYLINDER - ROUND CASE FILLED WITH OIL.

READAS: 3. IF SCREWS ARE LOOSE, TIGHTEN THEM WITH THE CORRECT SCREWDRIVER.

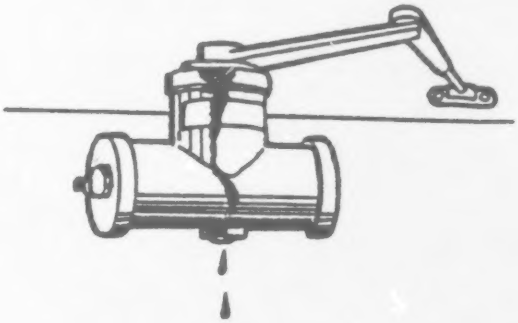
LOOK:

DO: DO JOB STEP 3.

CHECK: ASK INSTRUCTOR TO HELP YOU MATCH THE SCREWDRIVER TO CORRECT SCREW.

READ: 4. LOOK FOR OIL LEAKS ON CYLINDERS. IF YOU FIND ANY, WIPE THE DRIPS WITH WIPING CLOTH.

LOOK:



DO: DO JOB STEP 4.

"TURN THE PAGE"

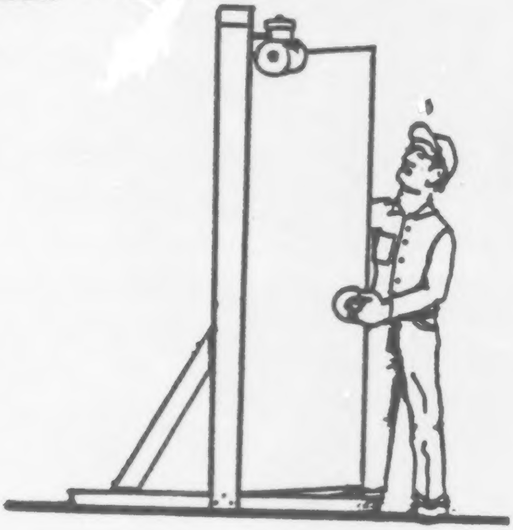
WORD GUIDE

SWEEP SPEED - SPEED THE DOOR TRAVELS FROM WIDE-OPEN TO 6 INCHES FROM BEING CLOSED.

LATCH SPEED - SPEED DOOR TRAVELS THE LAST 6 INCHES TO CLOSED POSITION.

READ: 5. OPEN AND CLOSE DOOR 2 OR 3 TIMES. CHECK SWEEP AND LATCH SPEEDS.

LOOK:

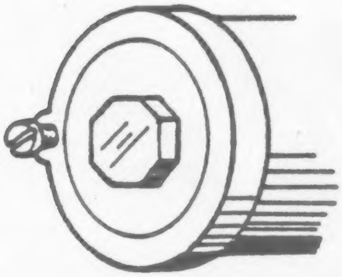


DO: DO JOB STEP 5.

"TURN THE PAGE"

READ: 6. SET SPEEDS BY "ADJUSTMENT SCREWS" ON END OF CYLINDER.

LOOK:

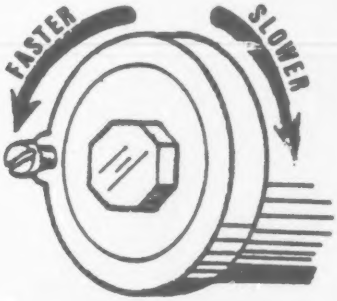


DO: DO JOB STEP 6.

CHECK: FOR SOME MODELS, THIS SCREW IS ON FRONT OF UNIT. ON OTHER MODELS, SCREW IS IN BACK OF UNIT. ASK YOUR INSTRUCTOR TO HELP YOU LOCATE THE RIGHT SCREWS.

READ: 7. TO CLOSE DOOR MORE SLOWLY, TURN SCREW IN. TO CLOSE DOOR FASTER, TURN SCREW OUT.

LOOK:



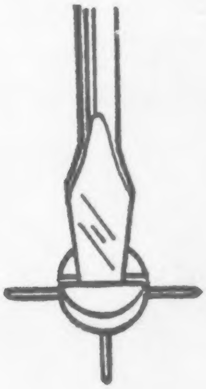
DO: DO JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR FOR HELP IN CHOOSING THE CORRECT SCREWDRIVER.

"TURN THE PAGE"

READ: 8. USUALLY, THERE ARE 4 MARKS AROUND SCREW. TO SET SPEED SWEEP, TURN SCREW FROM MARK TO MARK.

LOOK:

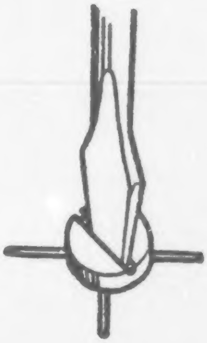


DO: DO JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU SET THE DESIRED SPEED SWEEP.

READ: 9. TO SET LATCH SPEED, TURN SCREW BETWEEN THE MARKS.

LOOK:



DO: DO JOB STEP 9.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU SET DESIRED LATCH SPEED.

"TURN THE PAGE"

READ: 10. CHECK THE DOOR. IF IT IS SET RIGHT, GO ON TO THE NEXT STEP. IF NOT, SET IT AS YOU DID IN JOB STEPS 6-9.

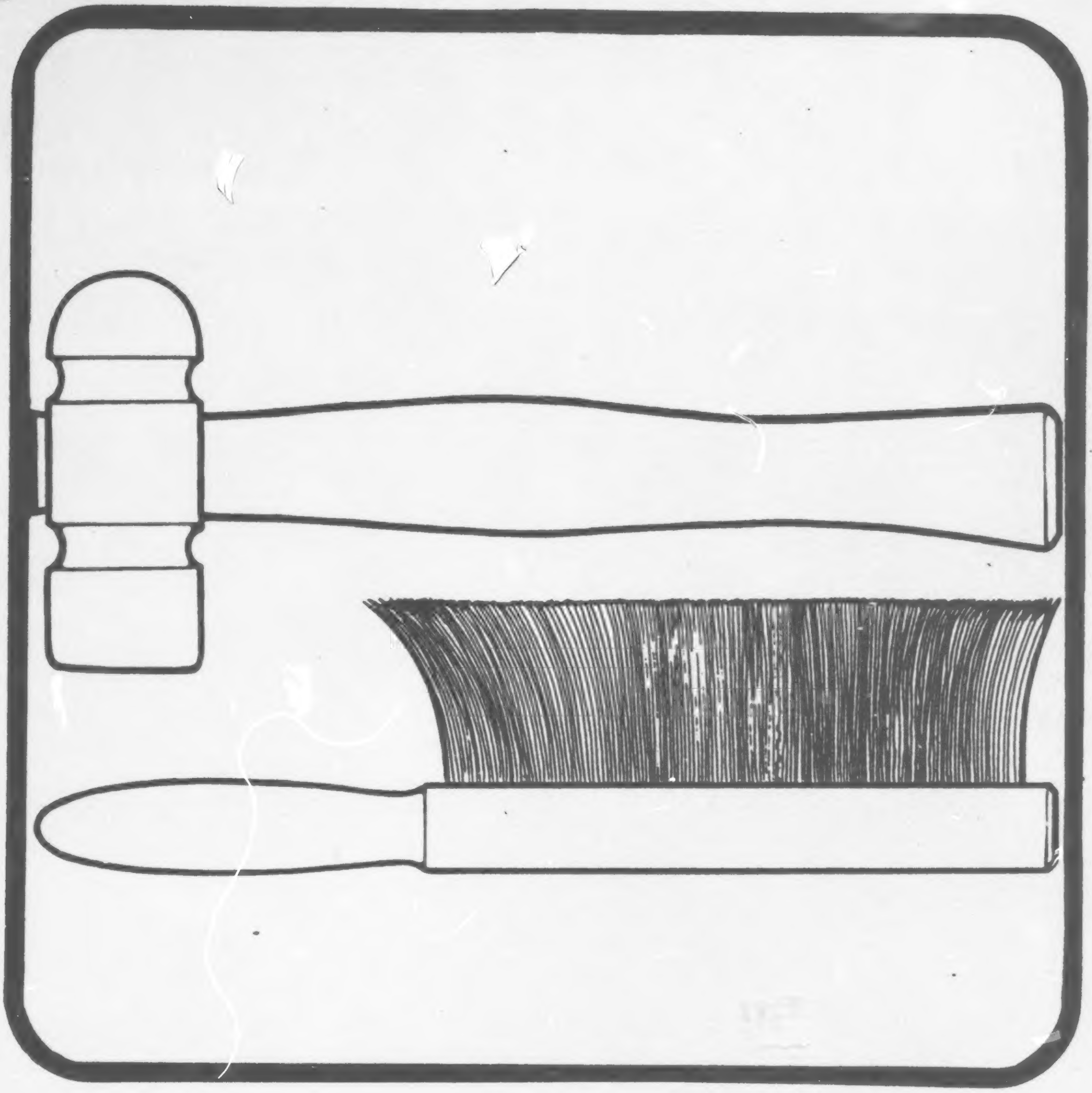
DO: DO JOB STEP 10.

READ: 11. PUT AWAY ALL EQUIPMENT.

LOOK:

DO: DO JOB STEP 11.

1.



building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 025 1 **date:** AUGUST 1977 **level:**

skill title: OPERATION OF THE PROPANE TORCH

developed & written by: ALAN STEINBERG

visuals by: SHERRI BAKER

WORD GUIDE

PROPANE - A LIGHTER-THAN-AIR GAS.

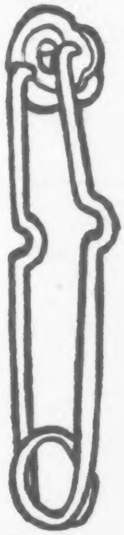
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO WORK A PROPANE TORCH.

WHAT YOU WILL NEED:

A PROPANE TORCH



A SPARK LIGHTER

A FIRE EXTINGUISHER

WHAT YOU MUST DO:

1. READ THIS MODULE.
2. GET ALL EQUIPMENT AND MATERIALS.
3. DO THE JOB STEPS FOR WORKING A PROPANE TORCH.

"TURN THE PAGE"

WORD GUIDE

SOLDER - METAL WHICH CAN BE MELTED SO IT WILL HOLD TOGETHER OTHER METAL OBJECTS.

INFORMATION

SAFETY NOTES

1) DO NOT POINT THE FLAME TOWARDS ANYTHING WHICH MIGHT CATCH ON FIRE. IF ANYTHING DOES CATCH FIRE, USE THE FIRE EXTINGUISHER.

2) DO NOT LET SOLDER (OR OTHER MATERIALS) DROP INTO THE BURNER TIP.

3) SIT THE TORCH RIGHT SIDE UP UNTIL IT COOLS.

4) WHEN TORCH (BURNER AND TANK) IS COOL, TAKE BURNER OFF TORCH.

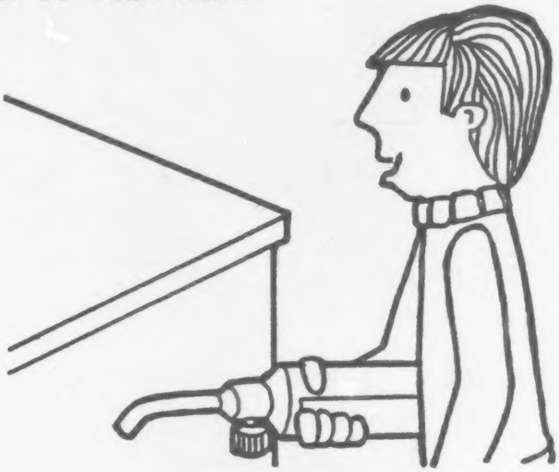
WORD GUIDE

GAS VALVE - CONTROLS AMOUNT OF GAS COMING FROM TORCH.

JOB STEPS

READ: 1. GET AND TAKE ALL EQUIPMENT AND MATERIALS TO YOUR WORK AREA.

LOOK:

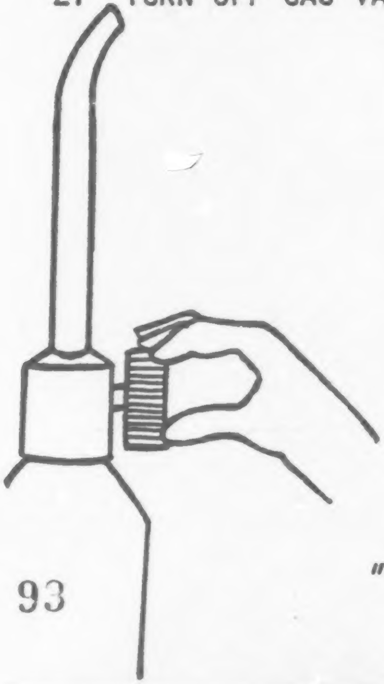


DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE EVERYTHING YOU NEED.

READ: 2. TURN OFF GAS VALVE.

LOOK:



DO: DO JOB STEP 2.

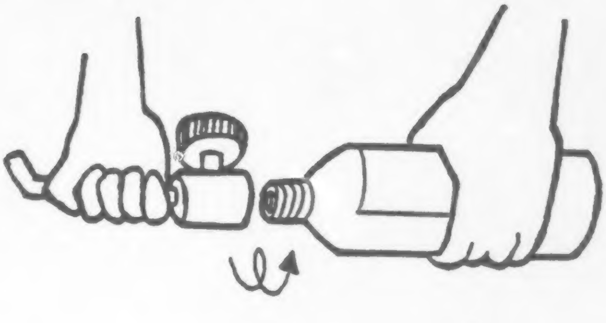
"TURN THE PAGE"

WORD GUIDE

CLOCKWISE - TO THE RIGHT.

READ: 3. SCREW THE FLAME BURNER ONTO THE THREADED END OF PROPANE TORCH (SCREW CLOCKWISE).

LOOK:

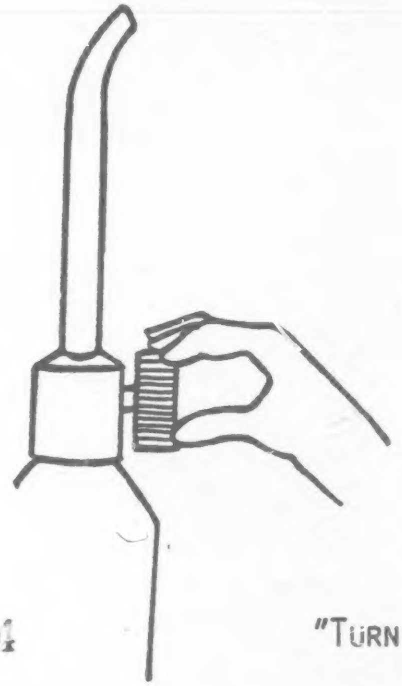


DO: DO JOB STEP 3.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 3.

READ: 4. HOLD TORCH RIGHT SIDE UP AND OPEN THE GAS VALVE WITH A 1/2 TURN.

LOOK:

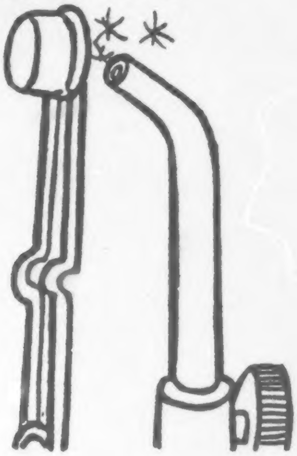


DO: DO JOB STEP 4.

"TURN THE PAGE"

READ: 5. SNAP SPARK LIGHTER IN FRONT OF AND CLOSE TO BURNER OPENING. GAS WILL CATCH FIRE AND BURN WITH BLUE FLAME.

LOOK:

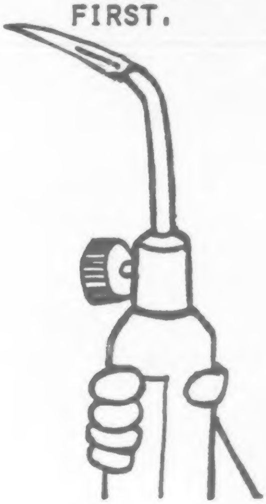


DO: Do JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO HELP.

READ: 6. IF YOU MUST USE TORCH UPSIDE-DOWN, LET IT WARM UP FOR 2 MINUTES, FIRST.

LOOK:



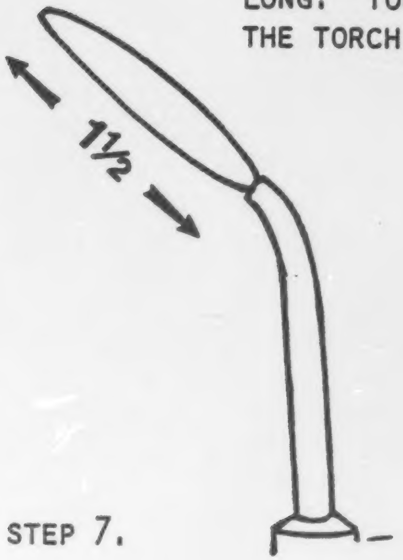
DO: Do JOB STEP 6.

"TURN THE PAGE"

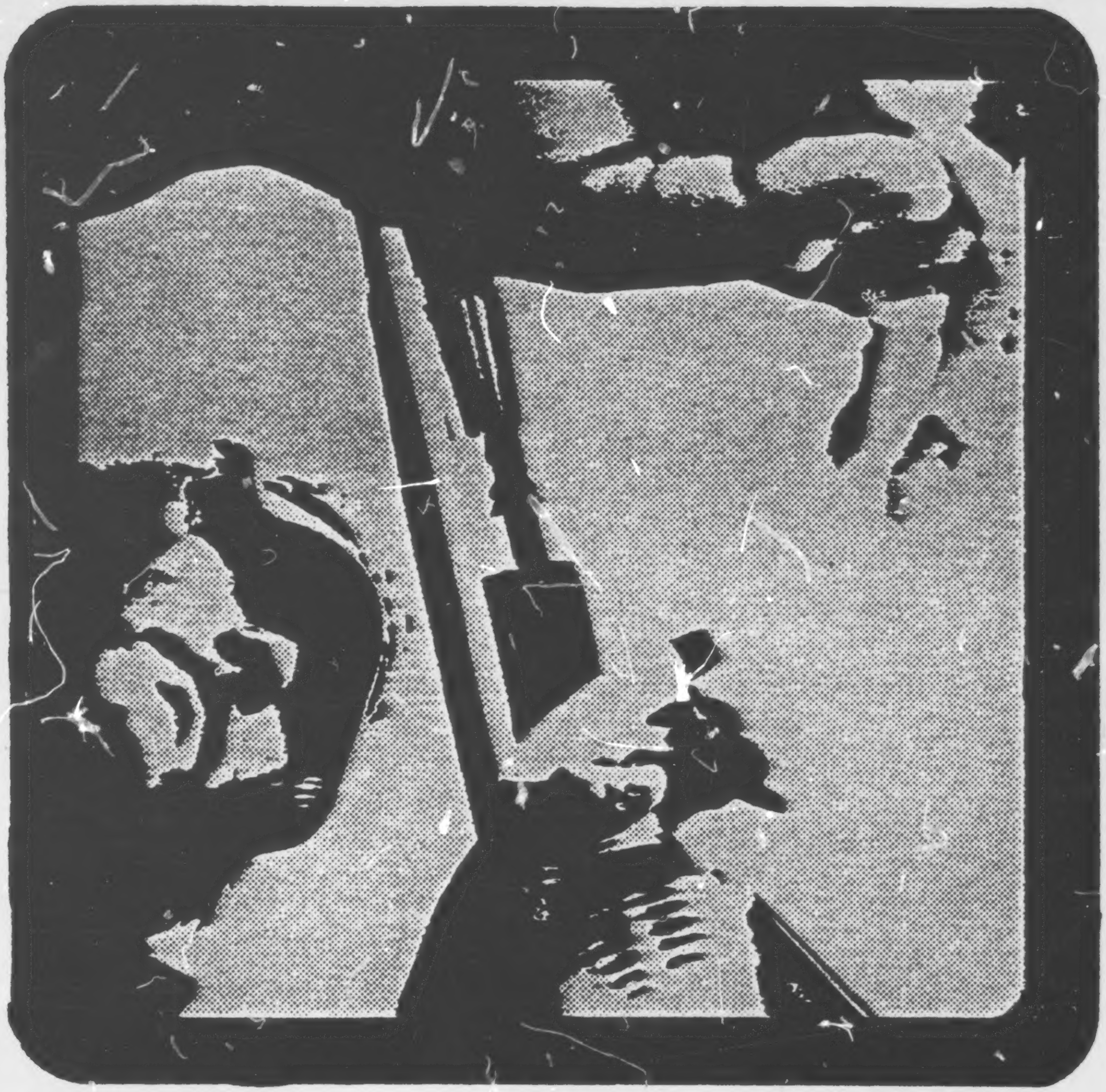
READ:

7. FIX FLAME UNTIL IT IS ABOUT 1-1 1/2 INCHES LONG. YOU CAN NOW USE THE TORCH.

LOOK:



DO: Do JOB STEP 7.



building maintenance & engineering

unit: BUILDING MAINTENANCE (PLUMBING)

capital area career center

module: 2201 02 026 1 date: 5/77 level: I

skill title: FAMILIARIZATION WITH POWER THREADING MACHINE

developed & written by: DWIGHT SMITH

visuals by: DAVE WEHRWEIN

WORD GUIDE

REAMER - A cone shaped tool. It IS USED TO SMOOTH OUT THE INSIDES OF A PIPE.

DIE-HEAD THREADER - A tool that IS USED TO CUT THREADS INTO A PIPE.

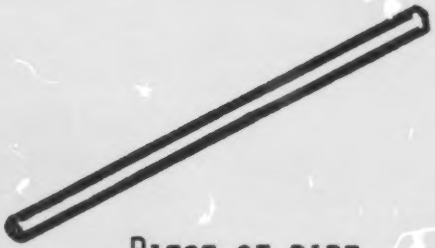
PERFORMANCE OBJECTIVE

What you will learn:

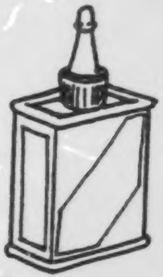
How to use and to name each tool on a power driven pipe machine:

1. Cutter
2. Reamer
3. Die-head threader

What you will need:



Piece of pipe

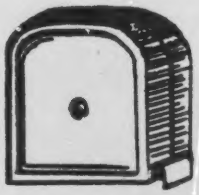


Cutting oil

Gloves

Pencil

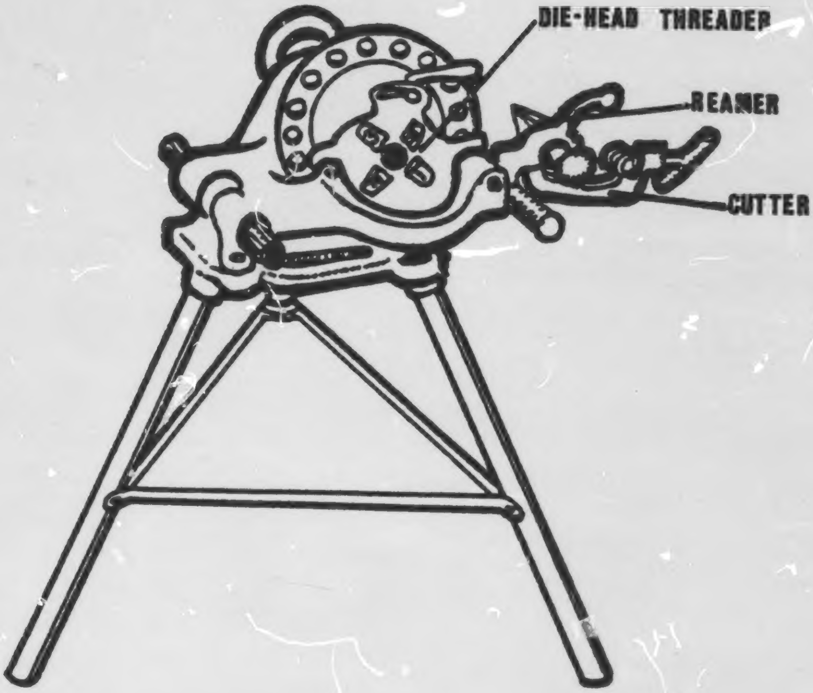
Safety glasses or goggles



Steel measuring tape

"Turn the page"

PERFORMANCE OBJECTIVE



POWER DRIVEN PIPE MACHINE WITH REAMER, CUTTER, AND DIE-HEAD THREADER.

WHAT YOU MUST DO:

1. WATCH THE SLIDE TAPE ABOUT THE POWER DRIVEN PIPE MACHINE.
2. READ THIS MODULE.
3. DO THE JOB STEPS FOR NAMING AND USING TOOLS ON A POWER DRIVEN PIPE MACHINE.

"TURN THE PAGE"

WORD GUIDE

CUTTING OIL - OIL THAT IS USED TO COOL AND MAKE METAL CUTTING EASIER.

JOB STEPS

PART ONE: THE MACHINE

READ: 1. ASK YOUR INSTRUCTOR TO GO OVER THE SAFETY RULES WITH YOU:

A. DO NOT WEAR LOOSE CLOTHING.

B. DO WEAR SAFETY GLASSES.

C. TURN OFF THE POWER BEFORE TOUCHING THE MACHINE.

D. WAIT UNTIL THE MACHINE HAS STOPPED MOVING BEFORE TOUCHING IT.

E. WEAR GLOVES.

F. USE CUTTING OIL WHEN CUTTING OR THREADING.

G. KNOW HOW TO TURN OFF THE MACHINE.

LOOK:

DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. Get the equipment and supplies you need for this mod and go to the power pipe machine.

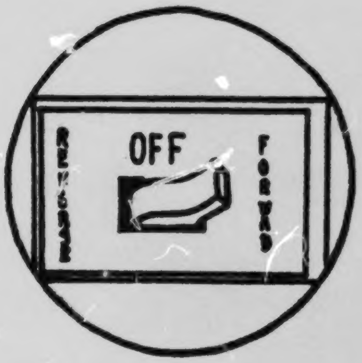
LOOK:

DO: Do job step 2.

CHECK: Check with instructor to be sure you have all equipment listed in picture.

READ: 3. Find the forward and reverse button. Push button to forward then reverse. Be sure to wait until the machine stops before changing directions.

LOOK:



DO: Do job step 3.

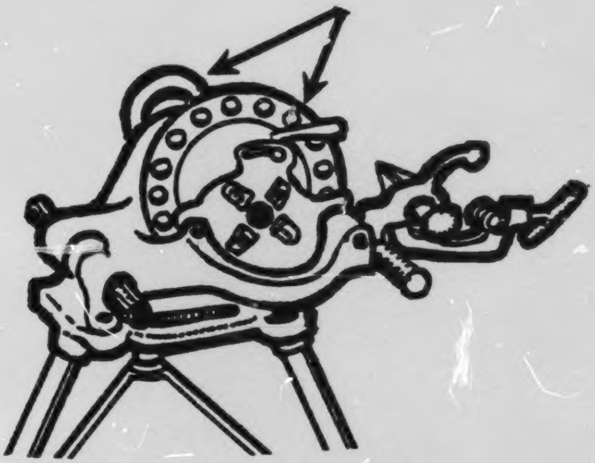
"Turn the page"

WORD GUIDE

COUNTER-CLOCKWISE - To THE LEFT.

READ: 4. FIND THE FRONT AND REAR CHUCKS.

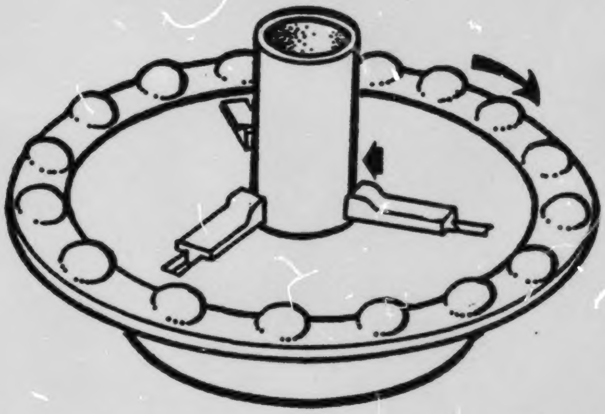
LOOK:



DO: Do JOB STEP 4.

READ: 5. TURN THE FRONT CHUCK COUNTER-CLOCKWISE. THE HOLE WILL GET SMALLER TO HOLD THE PIPE.

LOOK:



DO: Do JOB STEP 5.

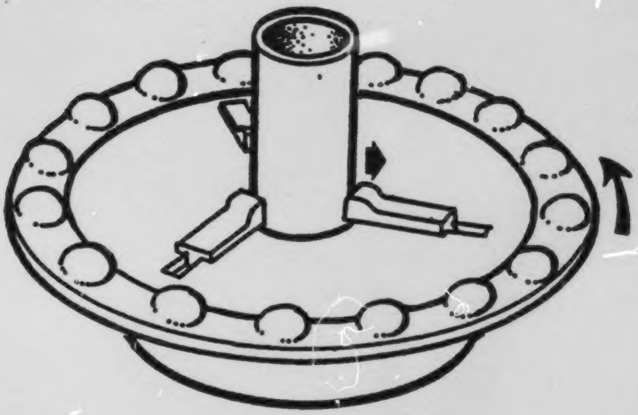
"TURN THE PAGE"

WORD GUIDE

CLOCKWISE - TO THE RIGHT.

READ: 6. TURN THE FRONT CHUCK CLOCKWISE. THE HOLE WILL GET LARGER TO LET GO OF THE PIPE.

LOOK:

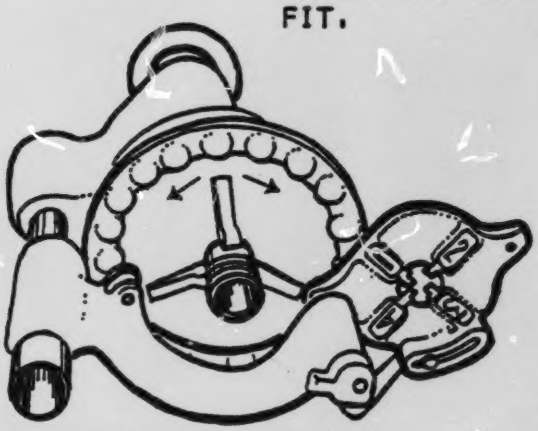


DO: DO JOB STEP 6.

PART TWO: CUTTING PIPE

READ: 1. OPEN UP THE FRONT AND REAR CHUCKS SO THAT THE PIPE WILL FIT.

LOOK:

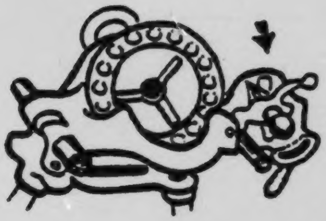


DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. MOVE CUTTER, REAMER, AND DIE-HEAD THREADER OUT OF THE WAY.

LOOK:

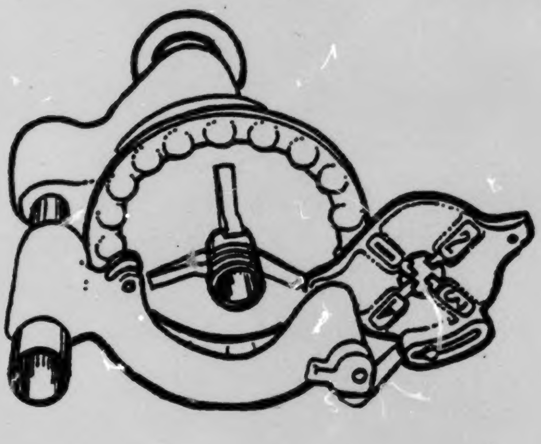


DO: DO JOB STEP 2.

READ: 3. IF THE PIPE IS OVER 3 FEET LONG, PUT IT IN THE REAR CHUCK AND THROUGH THE FRONT CHUCK.

IF THE PIPE IS LESS THAN 3 FEET LONG, PUT IT IN THE FRONT CHUCK FIRST. USE A STEEL MEASURING TAPE TO MEASURE THE PIPE LENGTH.

LOOK:



DO: DO JOB STEP 3.

"TURN THE PAGE"

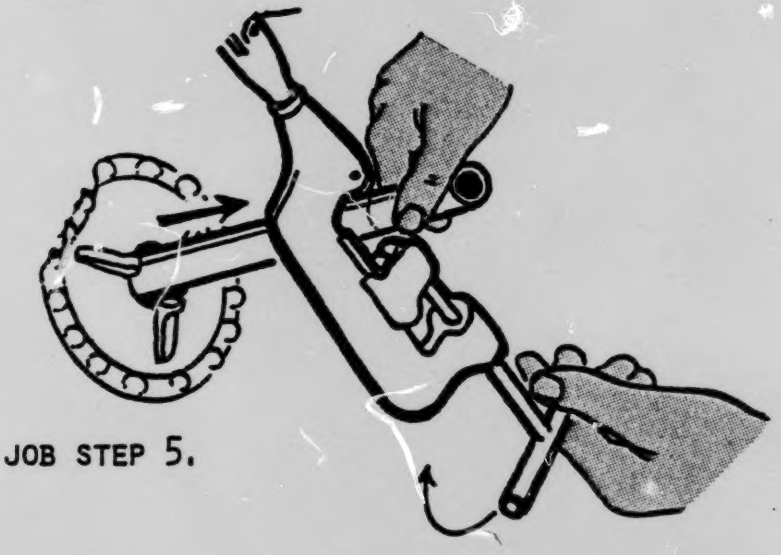
READ: 4. USE THE STEEL MEASURING TAPE TO MEASURE 6 INCHES FROM THE FRONT END ON THE PIPE. USE A PENCIL TO MARK THE SPOT.

LOOK:

DO: Do JOB STEP 4.

READ: 5. TURN THE PIPE SO THAT THE PENCIL MARK YOU MADE IS FACING UP. TIGHTEN BOTH CHUCKS TO HOLD THE PIPE.

LOOK:

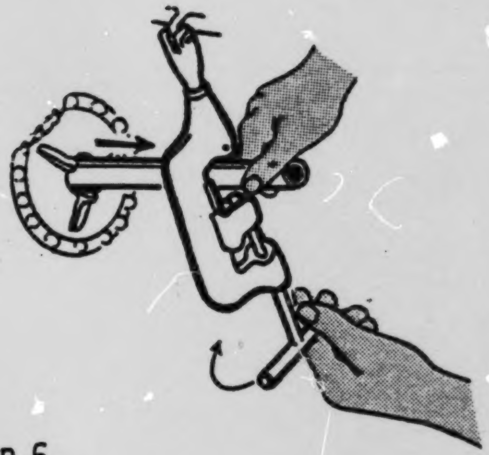


DO: Do JOB STEP 5.

"TURN THE PAGE"

READ: 6. SLOWLY, FLIP THE CUTTER OVER ONTO THE PIPE.

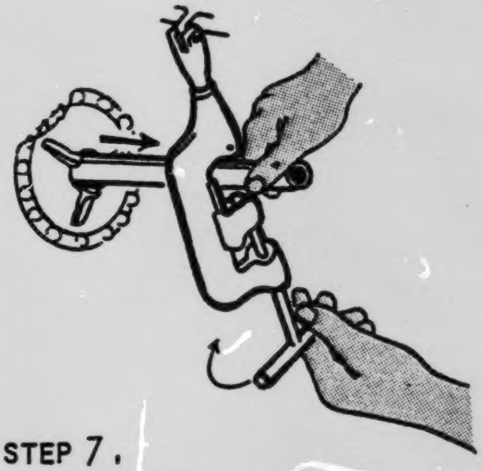
LOOK:



DO: DO JOB STEP 6.

READ: 7. TURN THE CUTTER HANDLE COUNTER-CLOCKWISE UNTIL THE JAWS ARE OVER THE PIPE.

LOOK:

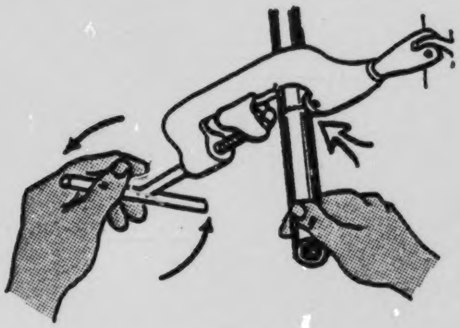


DO: DO JOB STEP 7.

"TURN THE PAGE"

READ: 8. MOVE THE CUTTER SO THAT IT IS RIGHT OVER THE PENCIL MARK YOU MADE.

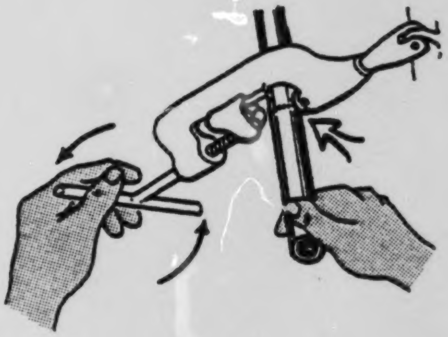
LOOK:



DO: DO JOB STEP 8.

READ: 9. TIGHTEN THE CUTTER WHEEL UNTIL IT JUST TOUCHES THE PIPE.

LOOK:

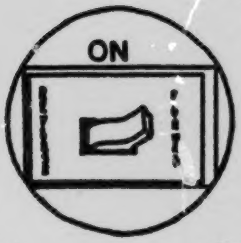


DO: DO JOB STEP 9.

"TURN THE PAGE"

READ: 10. TURN ON THE MACHINE TO FORWARD.

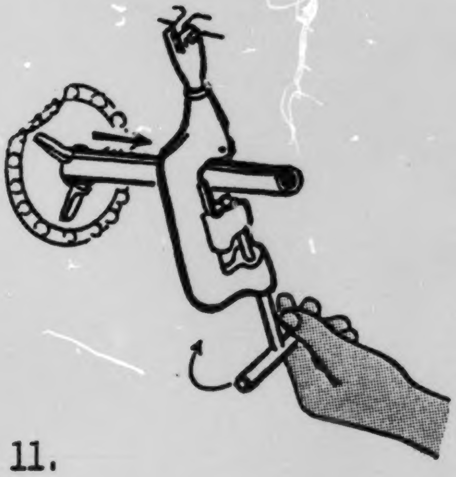
LOOK:



DO: Do JOB STEP 10.

READ: 11. AS THE PIPE TURNS, VERY SLOWLY TIGHTEN THE CUTTER HANDLE. TURN THE HANDLE 1/4 TURN EACH TIME.

LOOK:



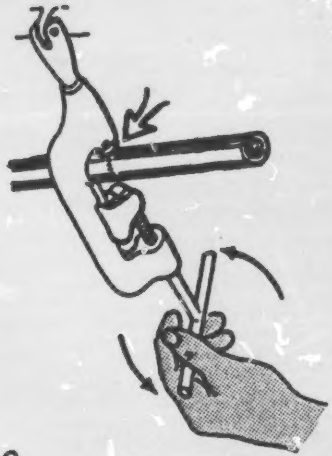
DO: Do JOB STEP 11.

CHECK: ASK INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 12. CONTINUE TO SLOWLY TIGHTEN THE CUTTER WHEEL UNTIL THE PIPE IS CUT.

LOOK:



DO: Do JOB STEP 12.

READ: 13. TURN OFF THE MACHINE.

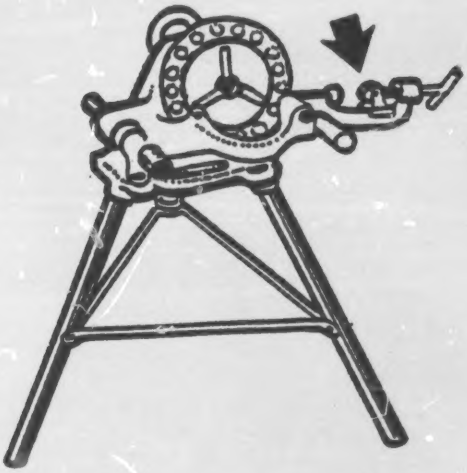
LOOK:

DO: Do JOB STEP 14.

"TURN THE PAGE"

READ: 14. FLIP THE CUTTER OUT OF THE WAY.

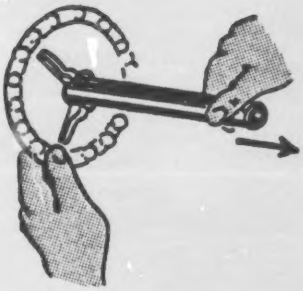
LOOK:



DO: Do JOB STEP 14.

READ: 15. LOOSEN THE CHUCKS. THEN, TAKE THE PIPE OUT OF THE MACHINE.

LOOK:



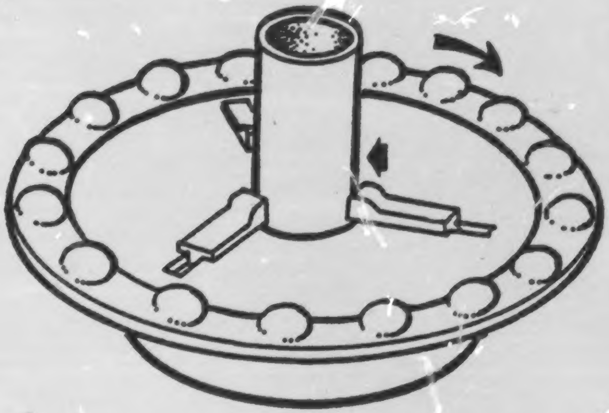
DO: Do JOB STEP 15.

"TURN THE PAGE"

PART THREE: THREADING THE PIPE

READ: 1. TAKE THE PIPE YOU JUST CUT. PUT THE PIECE OF PIPE INTO THE FRONT CHUCK. TIGHTEN THE CHUCK TO HOLD THE PIPE.

LOOK:

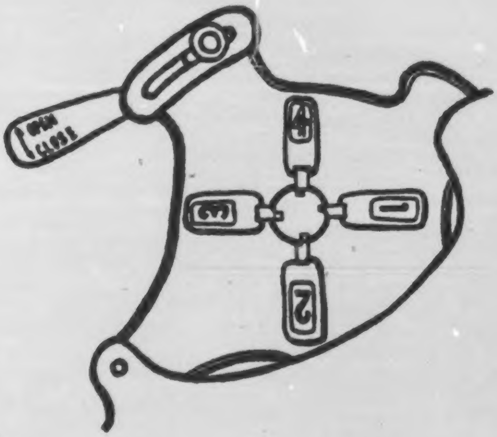


DO: Do JOB STEP 1.

CHECK: ASK INSTRUCTOR TO CHECK YOUR WORK.

READ: 2. FIND THE DIE-HEAD THREADER THAT IS THE SAME SIZE AS THE PIPE.

LOOK:



DO: Do JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR IF YOU HAVE THE RIGHT SIZE DIE-HEAD THREADER.

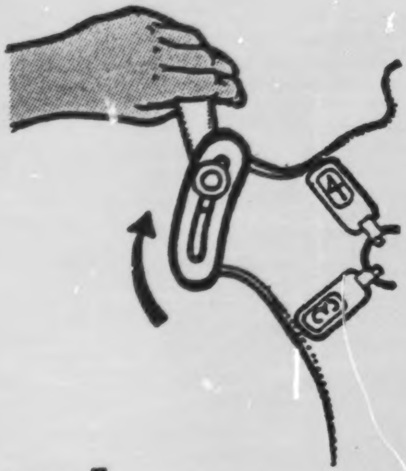
"TURN THE PAGE"

WORD GUIDE

DIES - The cutting teeth that thread the pipe.

READ: 3. Close the dies.

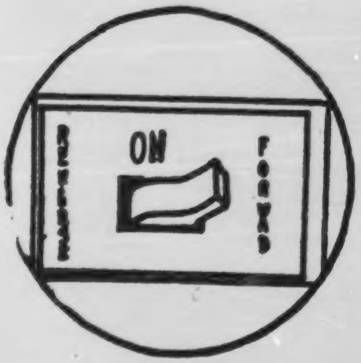
LOOK:



DO: Do job step 3.

READ: 4. Turn on the machine to forward.

LOOK:

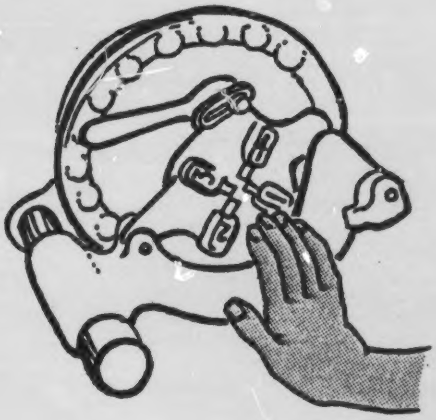


DO: Do job step 3.

"Turn the page"

READ: 5. Move the die-head threader towards the pipe.

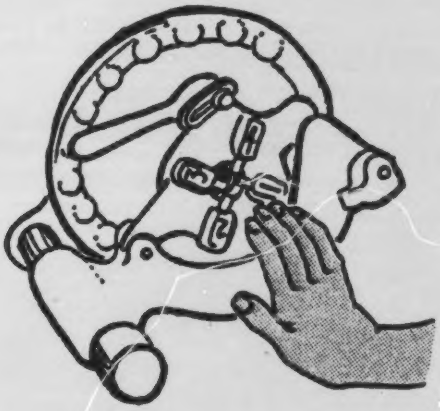
LOOK:



DO: Do job step 5.

READ: 6. Push the die-head threader onto the pipe until the pipe grabs grabs it.

LOOK:



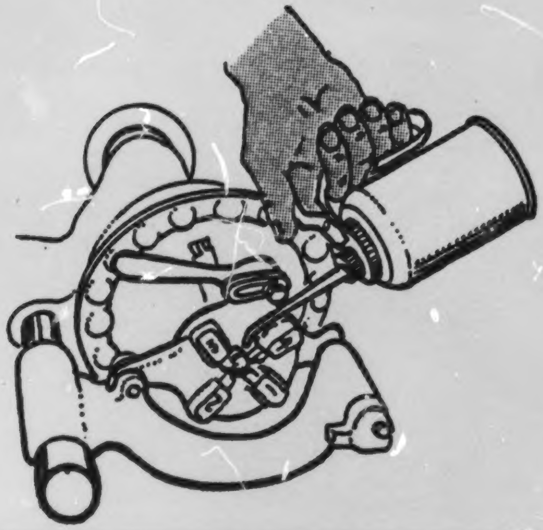
DO: Do job step 6.

CHECK: Ask instructor to help you with step 6.

"Turn the page"

READ: 7. SQUIRT SOME CUTTING OIL ONTO THE CUTTING EDGES.

LOOK:



DO: DO JOB STEP 7.

READ: 8. WHEN THE PIPE END COMES THROUGH THE DIE-HEAD THREADER, TURN OFF THE MACHINE. (THE PIPE WILL HAVE ABOUT 3/4 INCH OF THREAD).

LOOK:

DO: DO JOB STEP 8.

"TURN THE PAGE"

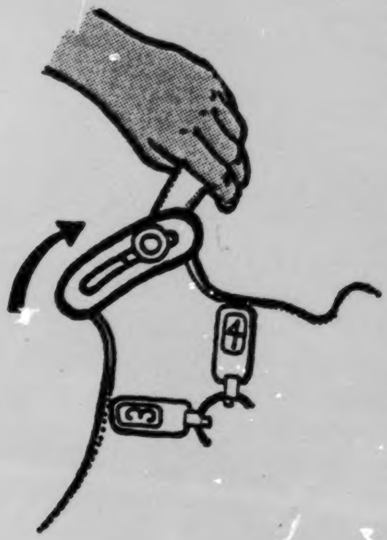
READ: 9. AFTER THE MACHINE STOPS TURNING, PUT IT IN REVERSE FOR 1 TURN OF THE PIPE.

LOOK:

DO: DO JOB STEP 9.

READ: 10. OPEN THE DIE-HEAD THREADER AND SLIDE IT OFF THE PIPE.

LOOK:

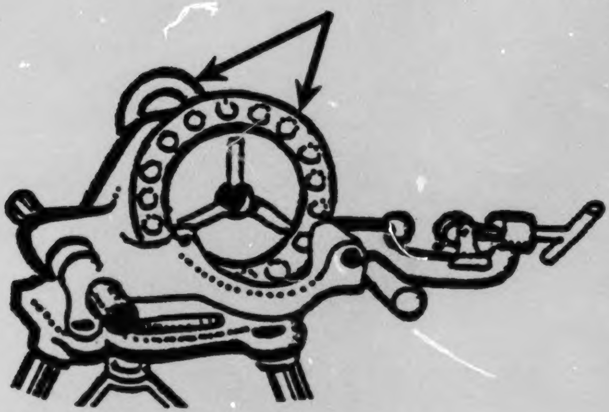


DO: DO JOB STEP 10.

"TURN THE PAGE"

READ: 11. CHECK OVER YOUR WORK. THE THREADS MUST BE SHARP AND ABOUT 3/4 INCH LONG. (WITHIN 1/8 INCH). LEAVE THE PIPE IN THE MACHINE FOR PART FOUR.

LOOK:



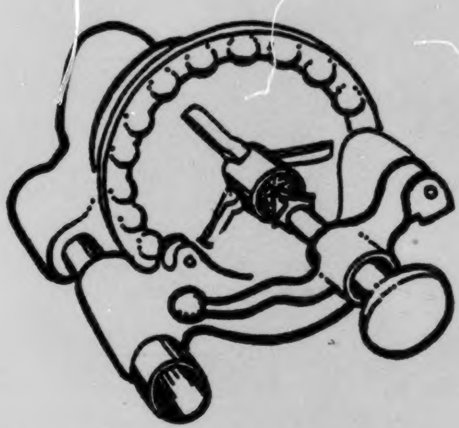
DO: Do JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR THREADS.

PART FOUR: REAMING THE PIPE

READ: 1. MOVE UP THE REAMER TO THE END OF THE PIPE.

LOOK:

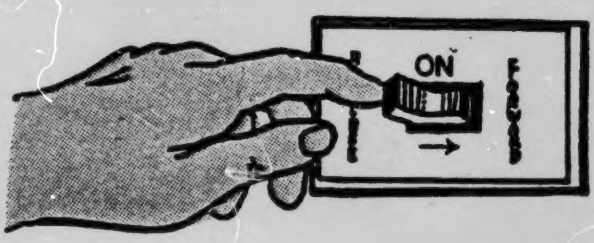


DO: Do JOB STEP 1.

"TURN THE PAGE"

READ: 2. Turn ON the machine to forword.

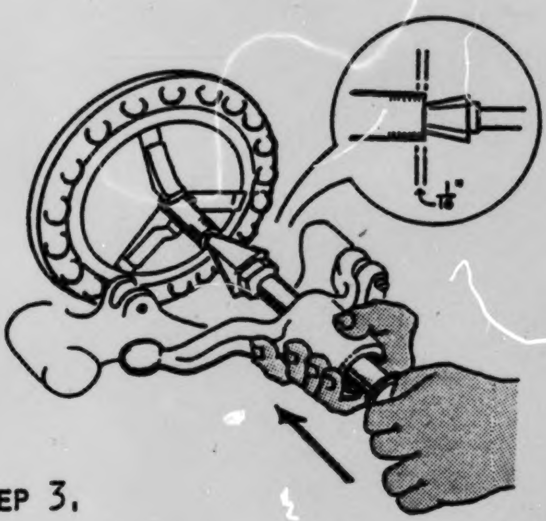
LOOK:



DO: Do job step 2.

READ: 3. Use both hands to put the reamer into the end of the pipe.

LOOK:

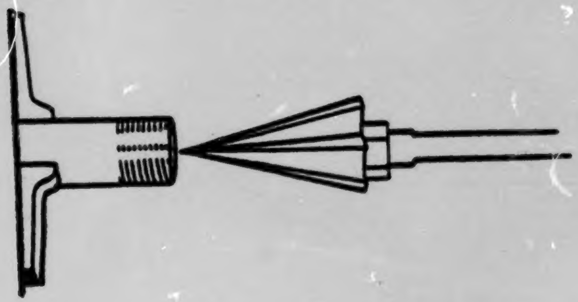


DO: Do job step 3.

"Turn the page"

READ: 4. PUSH GENTLY TO REMOVE ALL BURRS. THE REAMER WILL ALSO PUT A SLIGHT TAPER INSIDE THE PIPE.

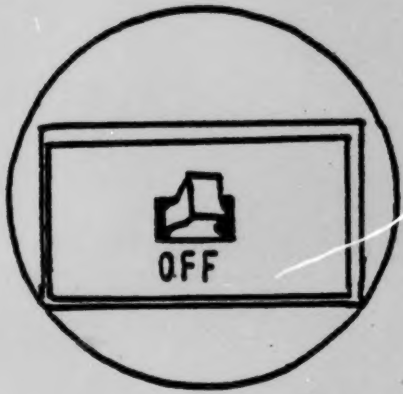
LOOK:



DO: Do JOB STEP 4.

READ: 5. TURN OFF THE MACHINE.

LOOK:

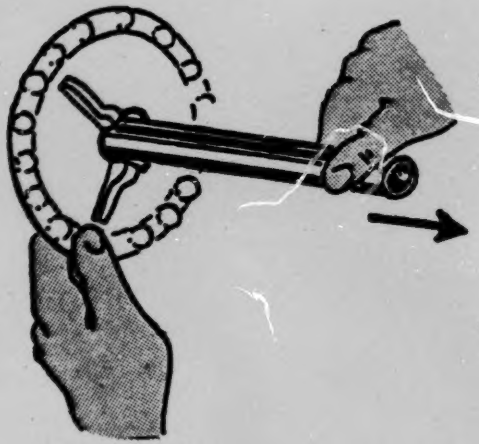


DO: Do JOB STEP 5.

"TURN THE PAGE"

READ: 6. Loosen the chucks. Then, take out the pipe.

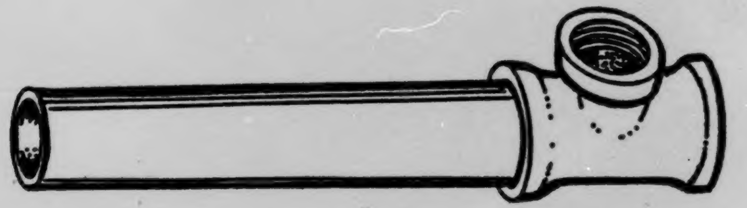
LOOK:



DO: Do job step 6.

READ: 7. Get a fitting and screw it onto the end of pipe you threaded. It must fit on easily.

LOOK:



DO: Do job step 7.

CHECK: Ask your instructor to check your work.

"Turn the page"

READ: 8. TO CLEAN UP:

A. UNPLUG THE MACHINE.

B. BRUSH OFF METAL SLIVERS FROM THE DIES.

C. CLEAN UP THE REST OF THE MACHINE.

D. CLEAN UP YOUR WORK AREA.

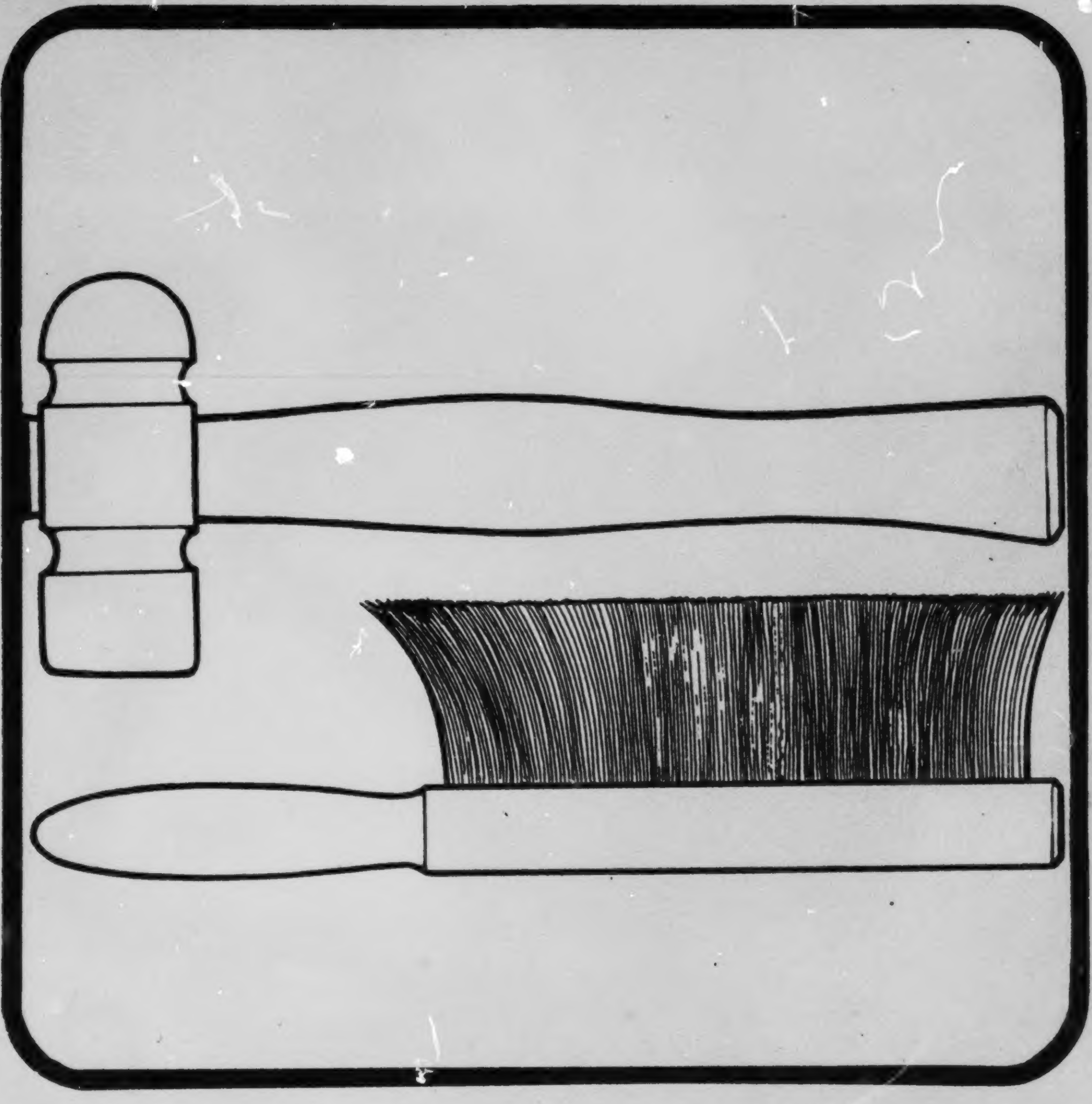
E. PUT AWAY ALL EQUIPMENT AND SUPPLIES.

LOOK:

DO: DO JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR CLEAN-UP JOB.

READ: 9. NOW YOU CAN CUT, THREAD AND REAM A PIPE. GOOD WORK!



building maintenance & engineering

unit: GENERAL MAINTENANCE - PLUMBING

capital area career center

module: 2201 02 027 1 **date:** SEPTEMBER 1977 **level:** I

skill title: USE OF POWER-DRIVEN PIPE MACHINE

developed & written by: ALAN STEINBERG

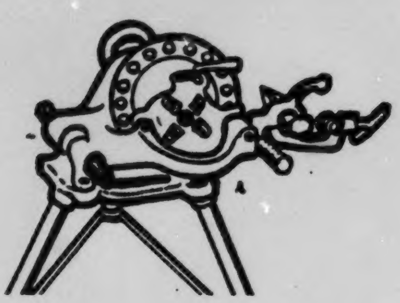
visuals by: DAVE WEHRWEIN

PERFORMANCE OBJECTIVE

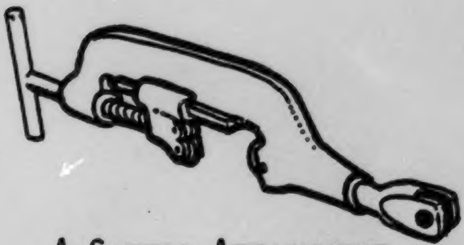
WHAT YOU WILL LEARN:

HOW TO CUT PIPE USING A POWER-DRIVEN PIPE MACHINE.

WHAT YOU WILL NEED:



A POWER-DRIVEN PIPE CUTTING MACHINE



A CUTTER ATTACHMENT

GLOVES

A PIECE OF PIPE (AT LEAST 3 FEET LONG)

CUTTING OIL

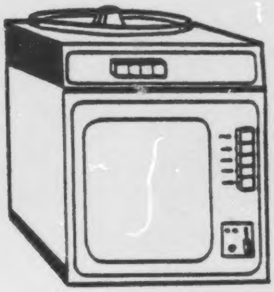
WHAT YOU MUST DO:

1. WATCH SLIDE TAPE ON POWER-DRIVEN PIPE MACHINE.
2. READ THIS MODULE.
3. GET ALL EQUIPMENT AND MATERIALS.
4. DO THE JOB STEPS FOR CUTTING PIPE INTO 4, 6 AND 8 INCH PIECES WITH THE POWER-DRIVEN PIPE CUTTING MACHINE.

"TURN THE PAGE"

INFORMATION

BEFORE DOING THE JOB STEPS IN THIS MODULE, WATCH THE SLIDE TAPE ON THE POWER DRIVEN PIPE MACHINE.



"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL EQUIPMENT AND MATERIALS AND TAKE TO YOUR WORK AREA.

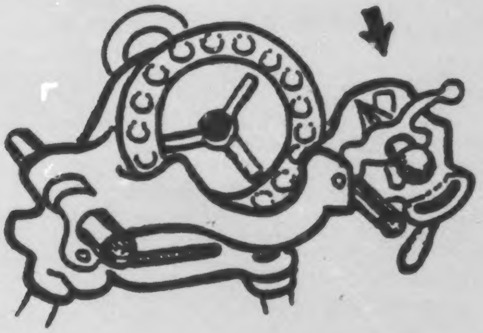
LOOK:

DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. PLACE TAPERING TOOL AND THREADING TOOL IN THE OUT-OF-THE-WAY POSITION.

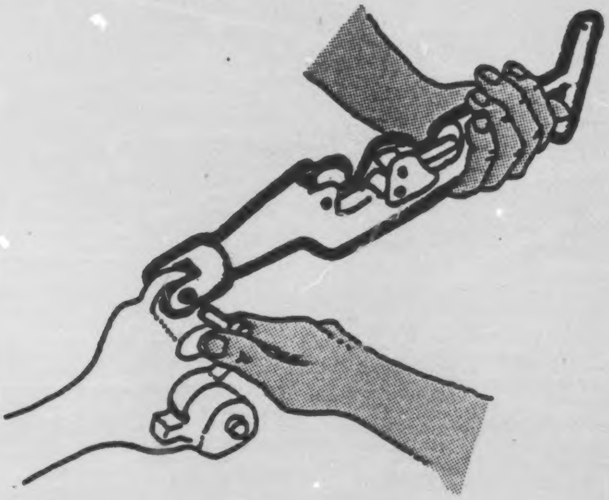
LOOK:



DO: Do JOB STEP 2.

READ: 3. PUT PIN-HINGE OF PIPE CUTTER INTO ANCHOR POINT ON MACHINE.

LOOK:

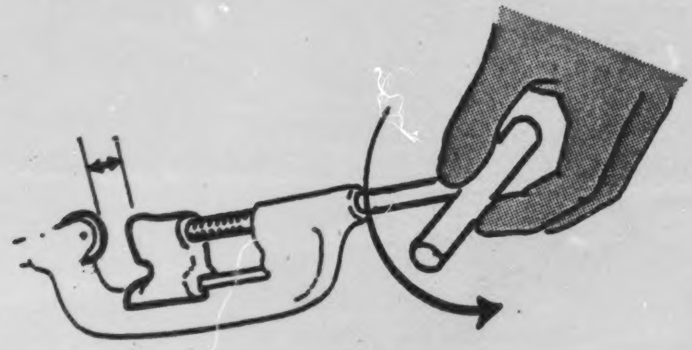


DO: Do JOB STEP 3.

"TURN THE PAGE"

READ: 4. OPEN THREADED SCREW WIDE ENOUGH TO LET PIPE SLIDE BETWEEN CUTTER WHEEL AND ROLLER.

LOOK:

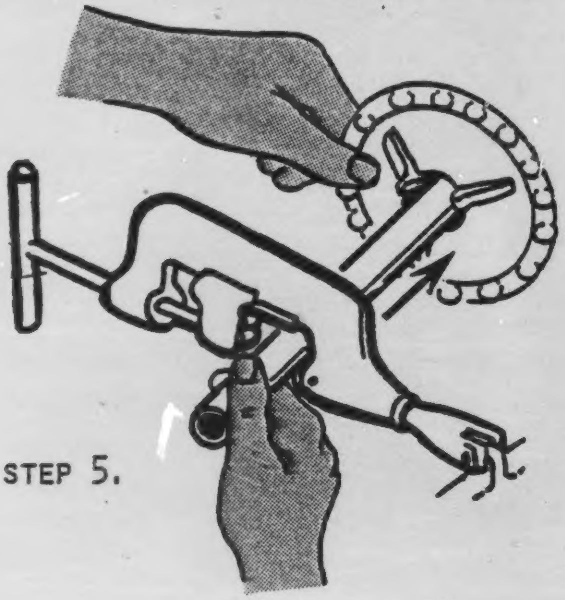


DO: Do JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK SO FAR.

READ: 5. PUT PIPE INSIDE CHUCK AND TIGHTEN CHUCK.

LOOK:

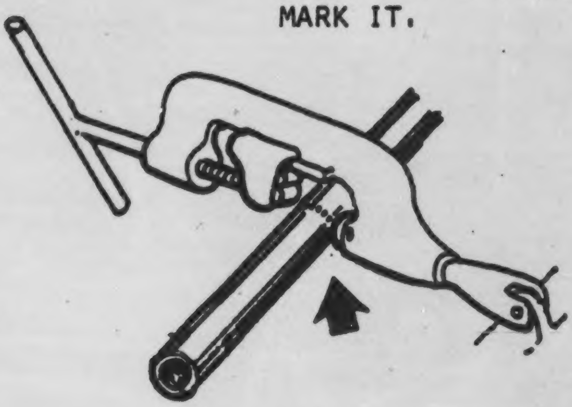


DO: Do JOB STEP 5.

"TURN THE PAGE"

READ: 6. MEASURE FOR CORRECT LENGTH OF CUT AND MARK IT.

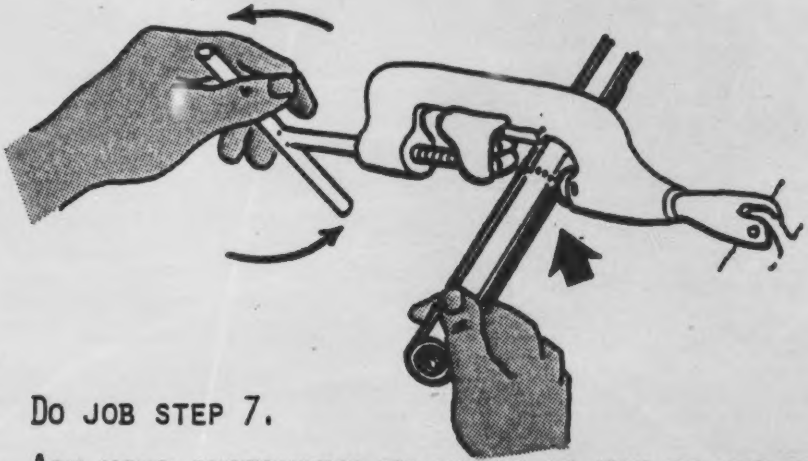
LOOK:



DO: DO JOB STEP 6.

READ: 7. LINE UP CUTTING WHEEL WITH THIS MARK AND TIGHTEN THREADED SCREW UNTIL IT TOUCHES PIPE.

LOOK:



DO: DO JOB STEP 7.

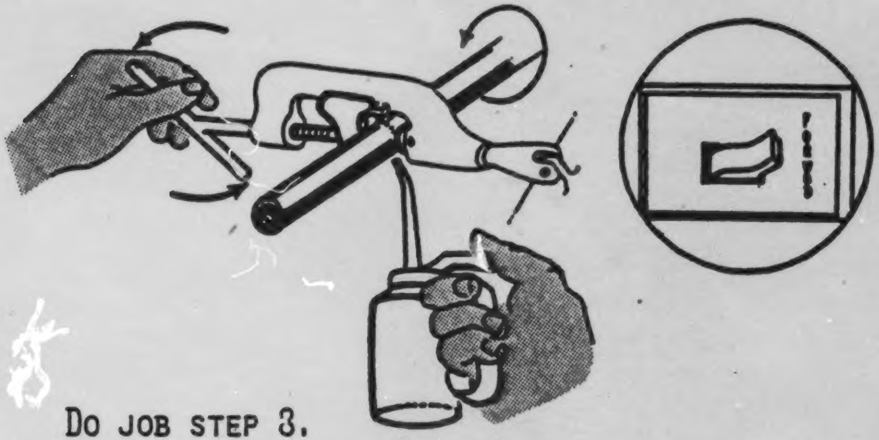
CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 7.

CAUTION: DO NOT USE FORCE ON SCREW.
YOU COULD BREAK THE CUTTER WHEEL.

"TURN THE PAGE"

READ: 8. Push switch forward. Use cutting oil to help you slowly turn threaded screw in until pipe cuts off.

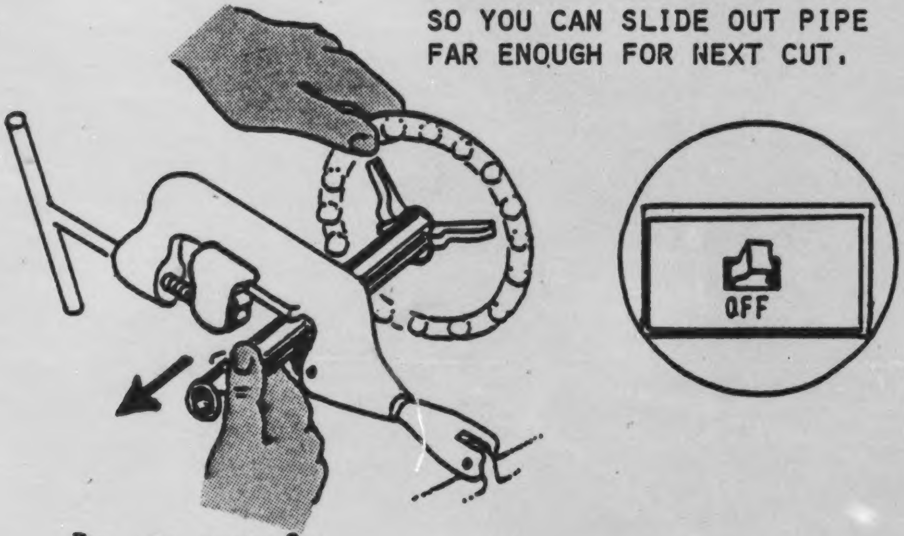
LOOK:



DO: Do job step 8.

READ: 9. Shut off switch (to the middle). Loosen vice grip so you can slide out pipe far enough for next cut.

LOOK:



DO: Do job step 9.

CHECK: Ask your instructor to check your work so far.

READ: 10. Do job steps 3-10 again for other two (2) pieces.

DO: Do job step 10.

building maintenance & engineering

unit: Plumbing - General Maintenance

capital area career center

module: 2201 02 028 1 date: 9/77 level:

skill title: Power Tapering of Galvanized Pipe

developed & written by: Alan Steinberg

visuals by: Dave Wehrwein

WORD GUIDE

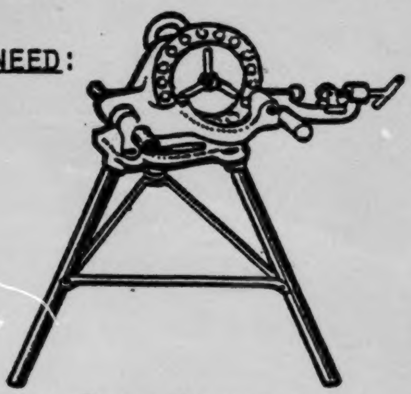
TAPER - TO MAKE THINNER OR SMALLER.

PERFORMANCE OBJECTIVE

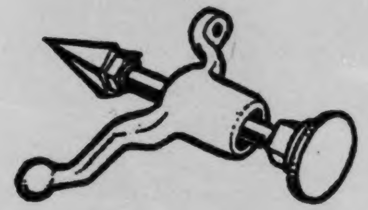
WHAT YOU WILL LEARN:

HOW TO TAPER THE INSIDE ENDS OF A PIECE OF PIPE.

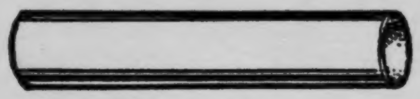
WHAT YOU WILL NEED:



A POWER-DRIVEN PIPE MACHINE



A TAPERING TOOL



A PIECE OF PIPE

GLOVES

WHAT YOU MUST DO:

1. WATCH THE SLIDES ON "POWER TAPERING OF GALVANIZED PIPES".
2. READ THIS MODULE.
3. GET YOUR EQUIPMENT AND MATERIALS.
4. DO THE JOB STEPS FOR TAPERING THE INSIDE ENDS OF A PIECE OF PIPE.

"TURN THE PAGE"

WORD GUIDE

CLOCKWISE - TO THE RIGHT.

JOB STEPS

READ: 1. GET ALL EQUIPMENT AND MATERIALS AND TAKE ALL EQUIPMENT AND MATERIALS TO YOUR WORK AREA.

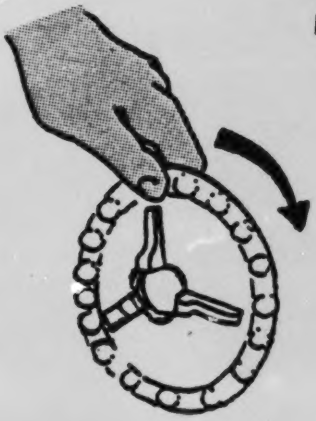
LOOK:

DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE EVERYTHING YOU NEED.

READ: 2. LOOSEN MACHINE CHUCK BY TURNING WHEEL ("A") CLOCKWISE, AS YOU FACE MACHINE.

LOOK:



DO: DO JOB STEP 2.

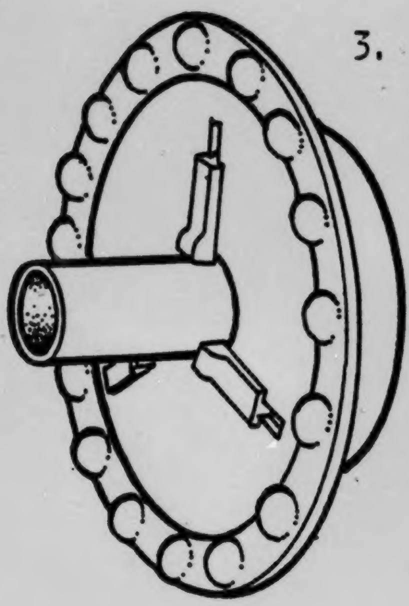
"TURN THE PAGE"

WORD GUIDE

COUNTER-CLOCKWISE - TO THE LEFT.

READ: 3. PUT PIPE INTO MACHINE CHUCK SO THAT AT LEAST 4 INCHES STAYS OUTSIDE, TOWARD THE MACHINE END.

LOOK:

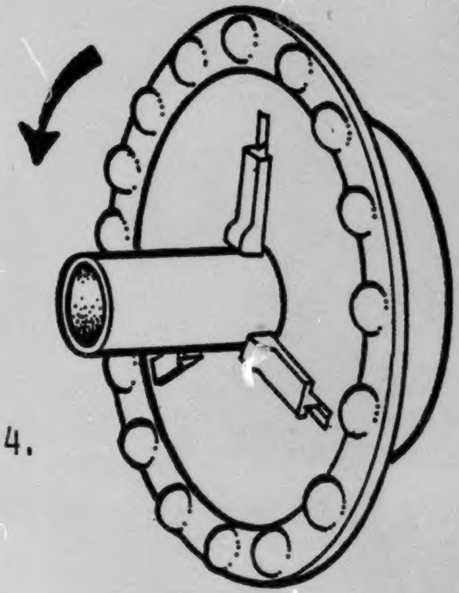


DO: Do JOB STEP 3

CHECK: ASK YOUR INSTRUCTOR TO HELP WITH JOB STEP 3.

READ: 4. TURN WHEEL ("A") COUNTER-CLOCKWISE TO TIGHTEN CHUCK.

LOOK:

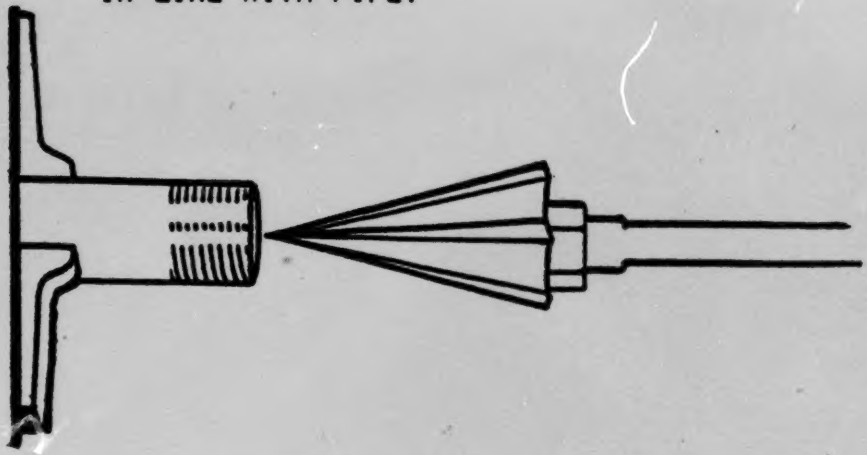


DO: Do JOB STEP 4.

"TURN THE PAGE"

READ: 5. PUT TAPERING TOOL ("B") IN LINE WITH PIPE.

LOOK:



DO: DO JOB STEP 5.

READ: 6. TURN ON ELECTRICAL SWITCH; PIPE WILL NOW TURN AROUND IN MACHINE CHUCK.

LOOK:

DO: DO JOB STEP 6.

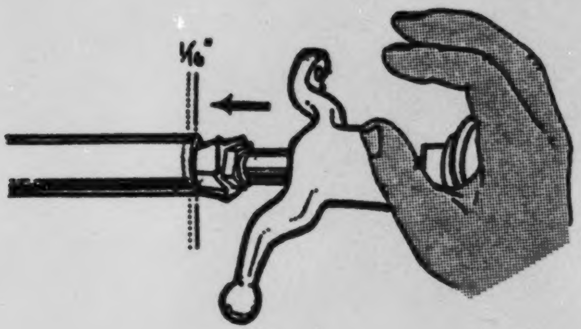
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK SO FAR.

"TURN THE PAGE"

READ: 7. PUSH TAPERING TOOL SLOWLY INTO PIPE END ABOUT 1/16TH OF AN INCH.

CAUTION: DO NOT PUSH THE TAPERING TOOL IN MORE THAN 1/16TH OF AN INCH OR YOU MAY BEND OUT THE PIPE TOO MUCH.

LOOK:

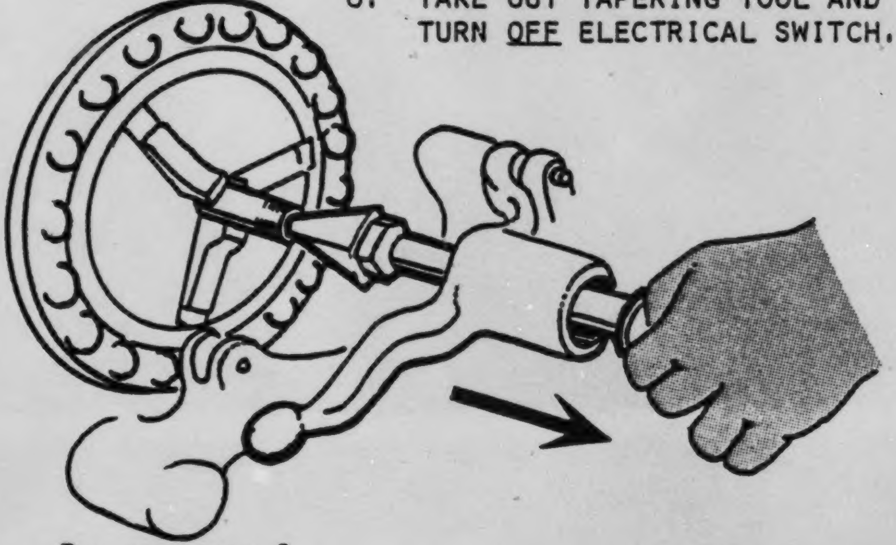


DO: DO JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR TO HELP.

READ: 8. TAKE OUT TAPERING TOOL AND TURN OFF ELECTRICAL SWITCH.

LOOK:



DO: DO JOB STEP 8.

"TURN THE PAGE"

READ: 9. CHECK INSIDE OF PIPE END FOR ANY SHARP EDGES. IF THERE ARE SOME, DO JOB STEPS 7, 8, 9 AGAIN. IF THERE AREN'T ANY, YOU ARE READY FOR THREADING.

LOOK:

DO: DO JOB STEP 9.

building maintenance & engineering

unit: REST ROOMS

capital area career center

module: 2201 03 001 1 date: 1/4/77 level:

skill title: FILLING DISPENSERS

developed & written by: A. STEINBERG

visuals by: SHERRI BAKER

WORD GUIDE

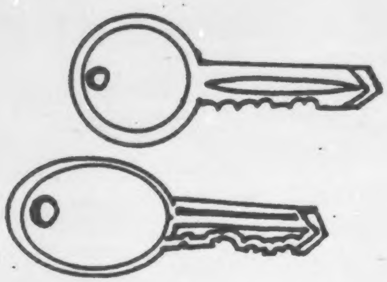
SANITARY NAPKINS -	A PAD SOMETIMES WORN BY WOMEN.
DISPENSERS -	SOMETHING WHICH HOLDS PAPER TOWELS, LIQUID AND POWDER SOAP, AND OTHER ITEMS.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

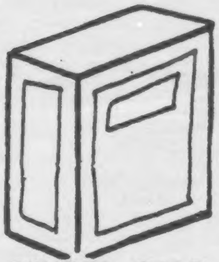
HOW TO CHECK AND FILL ALL REST ROOM DISPENSERS.

WHAT YOU WILL NEED:

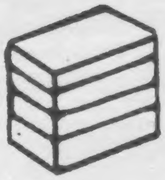


KEYS TO DISPENSERS

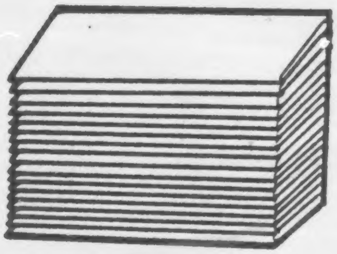
LIQUID SOAP



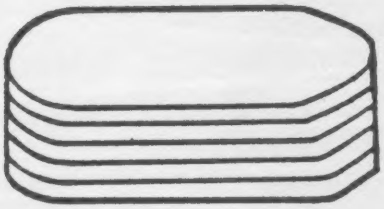
POWDER SOAP



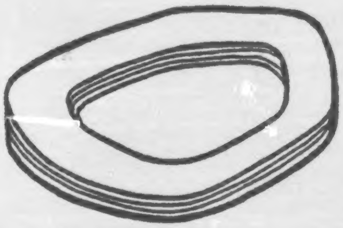
BAR SOAP



PAPER HAND TOWELS



SANITARY NAPKINS



PAPER TOILET-SEAT COVERS

WHAT YOU MUST DO:

1. READ THIS MODULE. DO THE TASKS.
2. GET YOUR EQUIPMENT.
3. FILL ALL REST ROOM DISPENSERS.

"TURN THE PAGE"

JOB STEPS

READ: 1. PUT TOGETHER ALL SUPPLIES YOU WILL NEED TO FILL ALL REST ROOM DISPENSERS.

LOOK:

DO: DO JOB STEP 1.

CHECK: USE YOUR CHECKLIST AND THE PICTURE ABOVE TO CHECK YOUR WORK.

READ: 2. MOVE ALL EQUIPMENT TO YOUR WORK AREA.

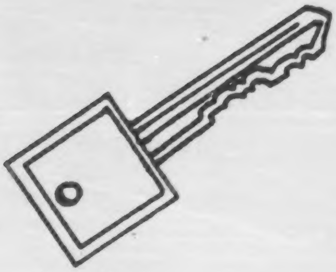
LOOK:

DO: DO JOB STEP 2. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

READ: 3. USING THE RIGHT KEY, OPEN ALL HAND TOWEL DISPENSERS.

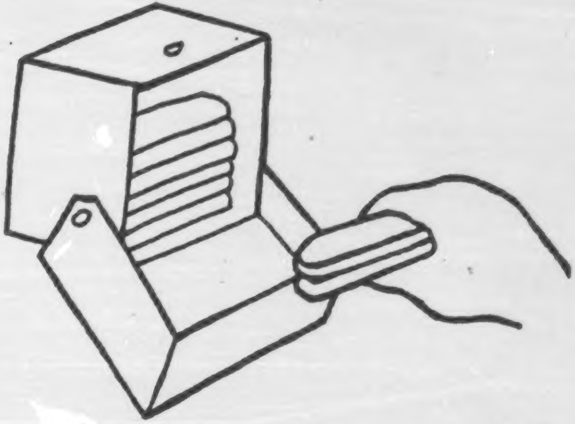
LOOK:



DO: DO JOB STEP 3.

READ: 4. READ DIRECTIONS ON EACH ONE.
FOLLOW THESE RULES AND
FILL EACH ONE TO THE TOP.

LOOK:

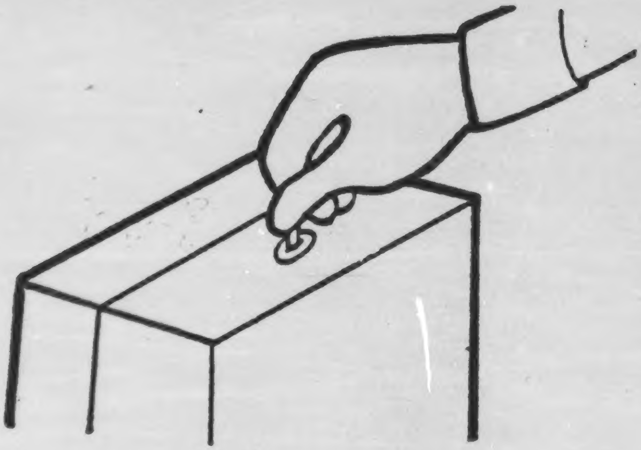


DO: DO JOB STEP 4.

"TURN THE PAGE"

READ: 5. CLOSE AND LOCK DISPENSERS.

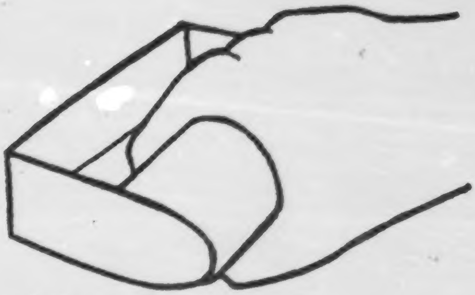
LOOK:



DO: DO JOB STEP 5.

READ: 6. USING THE RIGHT KEY, OPEN ALL TOILET-PAPER DISPENSERS. IF THERE IS LESS THAN 1/4 OF A ROLL LEFT ON ANY DISPENSERS, PUT IN A NEW ROLL.

LOOK:



DO: ASK YOUR INSTRUCTOR TO HELP YOU DECIDE WHEN TO PUT IN A NEW ROLL.

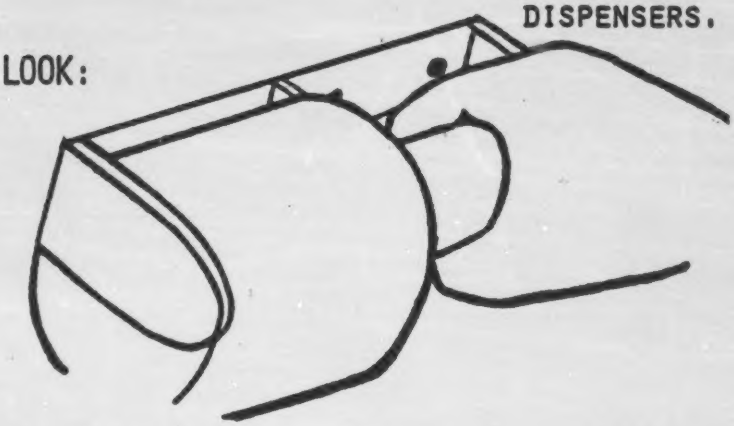
"TURN THE PAGE"

WORD GUIDE

BRAND NAME - COMPANY'S NAME FOR ITS ITEM.

READ: 7. SOME TOILET-PAPER DISPENSERS HOLD 2 PAPER ROLLS. IN THESE, PUT IN A NEW ROLL ONLY WHEN 1 IS EMPTY. CLOSE AND LOCK DISPENSERS.

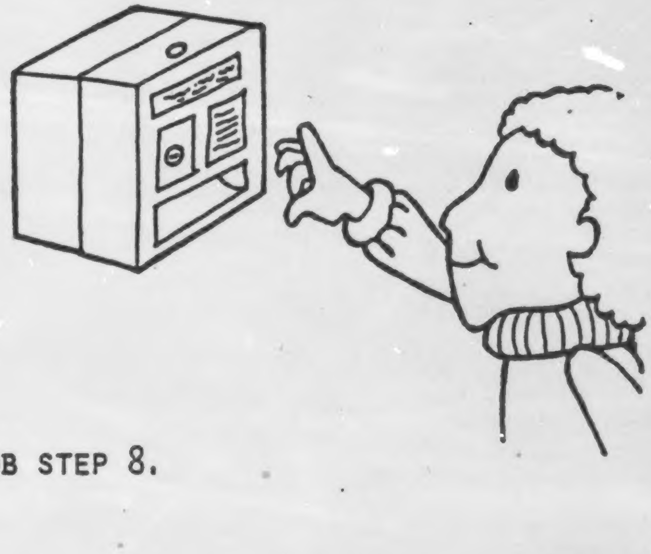
LOOK:



DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 7.

READ: 8. OPEN ALL SANITARY NAPKIN DISPENSERS. READ DIRECTIONS ON EACH ONE. THEN READ THE BRAND NAME ON EACH ONE.

LOOK:



DO: DO JOB STEP 8.

"TURN THE PAGE"

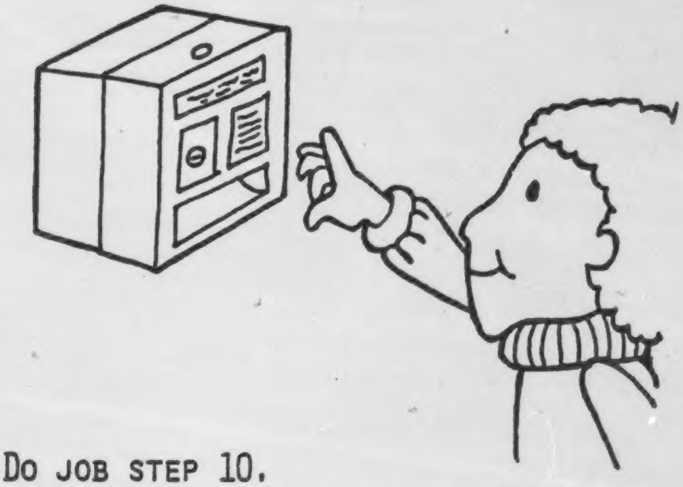
READ: 9. BE SURE TO FILL WITH THE RIGHT BRAND NAME SANITARY NAPKIN. CLOSE AND LOCK DISPENSERS.

LOOK:

DO: WHEN YOU HAVE DONE JOB STEP 9. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 10. OPEN ALL PAPER TOILET-SEAT COVER DISPENSERS. READ DIRECTIONS ON EACH ONE.

LOOK:



DO: DO JOB STEP 10.

"TURN THE PAGE"

READ: 11. FOLLOW THESE RULES AND FILL EACH TO THE TOP. CLOSE AND LOCK DISPENSERS.

LOOK:

DO: DO JOB STEP 11.

READ: 12. OPEN ALL LIQUID SOAP DISPENSERS. READ DIRECTIONS ON EACH ONE. FOLLOW THESE RULES AND FILL EACH ONE TO THE RIGHT LEVEL. CLOSE DISPENSERS.

CAUTION! BE SURE NOT TO PUT POWDER SOAP IN A LIQUID SOAP DISPENSER.

LOOK:

DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 12, AND JOB STEP 13.

"TURN THE PAGE"

READ: 13. OPEN ALL POWDER SOAP DISPENSERS. READ THE DIRECTIONS ON EACH ONE. FOLLOW THESE RULES AND FILL EACH ONE TO RIGHT LEVEL. CLOSE DISPENSERS.

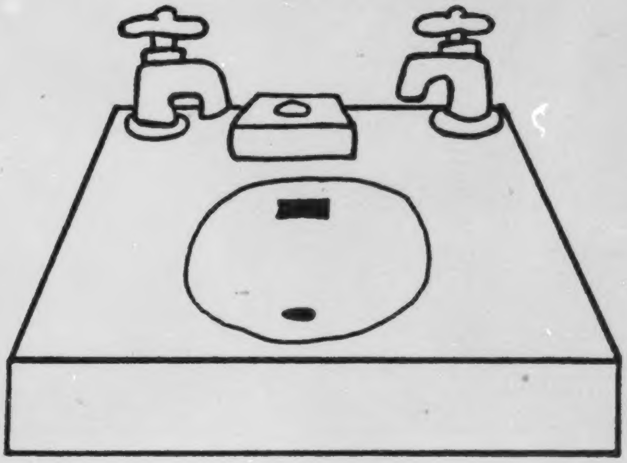
CAUTION! BE SURE NOT TO PUT LIQUID SOAP IN A POWDER SOAP DISPENSER.

LOOK:

DO: DO JOB STEP 13.

READ: 14. CHECK EACH SINK FOR SOAP BARS. IF ANY SINK HAS NO SOAP BAR, PUT A NEW BAR ON THAT SINK.

LOOK:

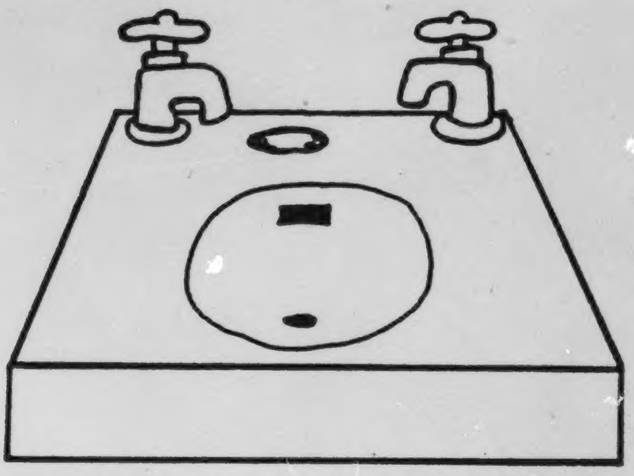


DO: DO JOB STEP 14.

"TURN THE PAGE"

READ: 15. IF THERE IS LESS THAN 1/4 OF A BAR LEFT ON ANY SINK, PUT A NEW BAR ON THAT SINK.

LOOK:



DO: ASK YOUR INSTRUCTOR TO HELP YOU DECIDE WHEN TO PUT A NEW BAR OF SOAP ON ANY SINK.

READ: 16. PUT AWAY ALL EQUIPMENT.
PUT AWAY TOOLS IN THE CORRECT PLACE.

DO: DO JOB STEP 16.

building maintenance & engineering

unit: Rest Rooms

capital area career center

module: 2201 03 002 1 date: 1/4/77 level:

skill title: Sinks and Mirrors

developed & written by: A. Steinberg

visuals by: Sherri Baker

WORD GUIDE

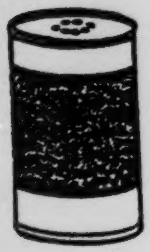
SCOURING - CLEANING BY RUBBING HARD.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO CLEAN ALL REST ROOM SINKS AND MIRRORS.

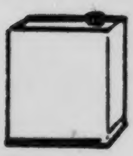
WHAT YOU WILL NEED:



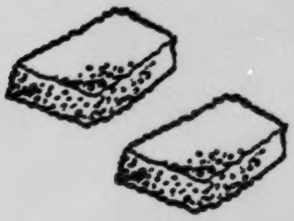
SCOURING POWDER

GLASS CLEANER

3 WIPING CLOTHS



ALL-PURPOSE CLEANER-DISINFECTANT



2 SPONGES

RUBBER GLOVES

WHAT YOU MUST DO:

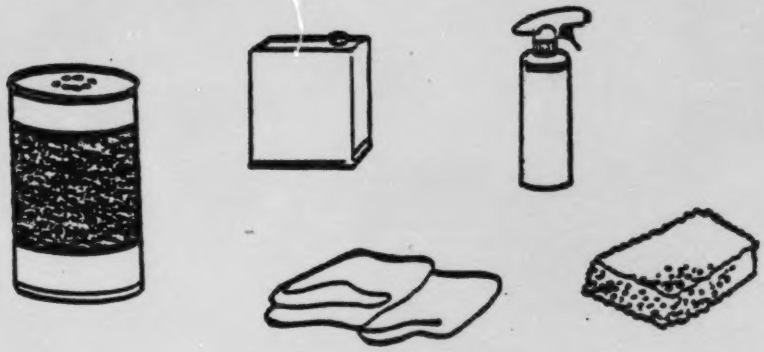
1) READ THIS MODULE. DO THE TASKS.
2) GET YOUR EQUIPMENT.
3) CLEAN ALL REST ROOM SINKS AND MIRRORS TO REMOVE STAINS, WATER MARKS AND DIRT.

"TURN THE PAGE"

JOB STEPS

READ: 1. PUT TOGETHER ALL THE EQUIPMENT YOU WILL NEED TO CLEAN REST ROOM SINKS AND MIRRORS.

LOOK:



DO: DO JOB STEP 1.

CHECK: USE THE PICTURE ABOVE TO CHECK YOUR WORK.

READ: 2. MOVE ALL EQUIPMENT TO YOUR WORK AREA.

LOOK:

DO: DO JOB STEP 2.

CHECK: YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

READ: 3. Pour a small amount of scouring powder into the sink and rub it with a damp sponge. Wear rubber gloves.

LOOK:

DO: Ask your instructor to check your work.

READ: 4. Wet sponge some more and wipe up extra soap and water still in sink.

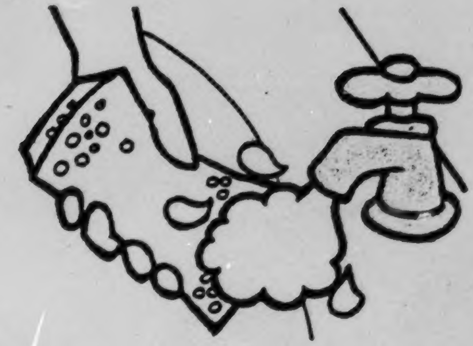
LOOK:

DO: Ask your instructor to check your work.

"Turn The Page"

READ: 5. SQUEEZE SPONGE UNTIL EXTRA WATER AND SOAP COME OUT.

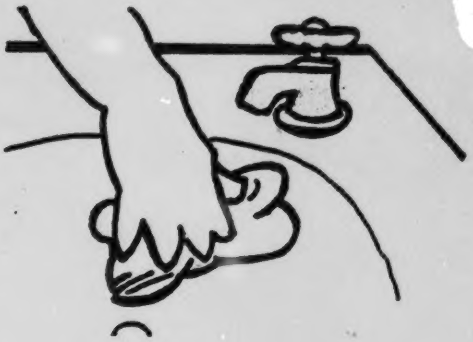
LOOK:



DO: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 6. WIPE THE SINK DRY WITH A CLEAN WIPING CLOTH.

LOOK:



DO: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

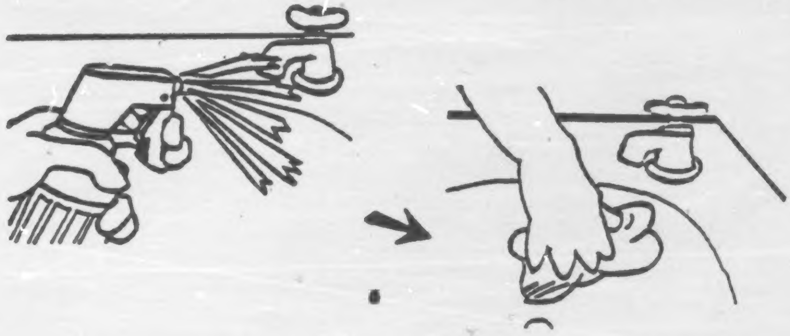
"TURN THE PAGE"

WORD GUIDE

→ FAUCET

READ: 7. Spray a little all-purpose cleaner on the top and on the sides of the sink. Then spray some on faucet and faucet handles. Wipe dry with a clean wiping cloth. CAUTION: Do not spray on the walls.

LOOK:

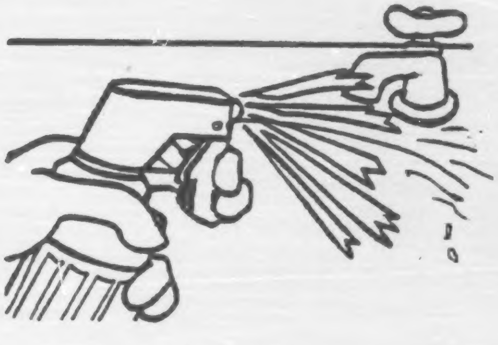


DO: Do job step 7.

CHECK: Ask your instructor to check your work.

READ: 3. If you see streaks or water spots on any sink, spray these with all-purpose cleaner. Wipe dry with a clean wiping cloth.

LOOK:



DO: Ask your instructor to check your work.

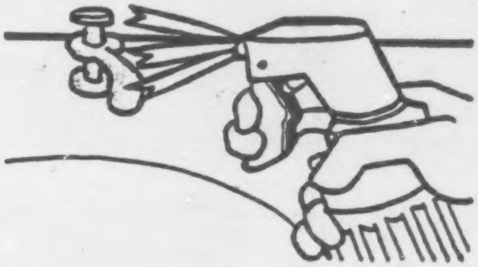
"Turn the page"

WORD GUIDE

DISPENSER - SOMETHING WHICH HOLDS THINGS LIKE TOWELS, AND PAPER CUPS.

READ: 9. SPRAY EACH SOAP DISPENSER WITH ALL-PURPOSE CLEANER. WIPE DRY WITH A CLEAN WIPING CLOTH.
CAUTION: DO NOT SPRAY ON WALLS.

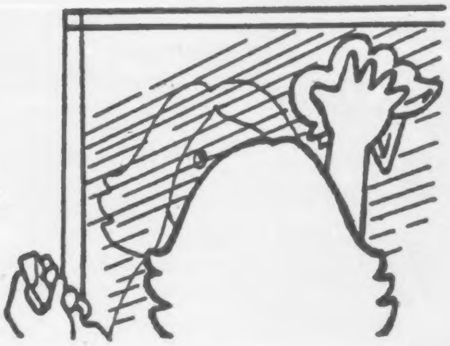
LOOK:



DO: DO JOB STEP 9.

READ: 10. SPRAY ALL MIRRORS WITH GLASS CLEANER. WIPE DRY WITH A CLEAN WIPING CLOTH.

LOOK:



DO: DO JOB STEP 10.

"TURN THE PAGE"

READ: 11. If you see any marks on walls, wipe them away with a damp wiping cloth.

LOOK:

DO: Do job step 11.

READ: 12. Return all equipment to the storage area. Be sure that all equipment is clean.

DO: Do job step 12.

building maintenance & engineering

unit: Rest Rooms

capital area career center

module: 2201 03 003 1 date: 1-4-77 level:

skill title: Toilets and Urinals

developed & written by: A. Steinberg

visuals by: Sherri Baker

WORD GUIDE

SANITIZE - TO CLEAN UP DIRT AND GERMS.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

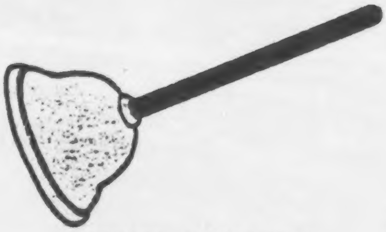
How to clean and sanitize all rest room toilets and urinals.

WHAT YOU WILL NEED:

RUBBER GLOVES

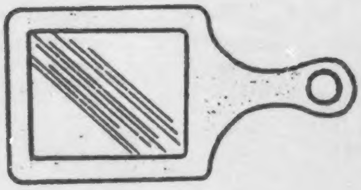
CLEAN WIPING CLOTHS

TOILET BOWL SWAB



RUBBER PLUNGER

ALL-PURPOSE CLEANER-AND-DISINFECTANT



HAND MIRROR

WHAT YOU MUST DO:

1. Read this module. Do the tasks.
2. Get your equipment.
3. Clean and sanitize all rest room toilets and urinals.

"Turn the page"

WORD GUIDE

DISINFECT - KILL GERMS BY CLEANING.

JOB STEPS

READ: READ THE LIST OF EQUIPMENT YOU WILL NEED. (PAGE 2)

DO: ON YOUR EQUIPMENT CHECKLIST:

1. CHECK ALL THE EQUIPMENT YOU WILL NEED.
2. CIRCLE THE NUMBER OF EACH ITEM YOU WILL NEED.

CHECK: WHEN YOU THINK YOU HAVE CHECKED EVERYTHING YOU WILL NEED, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. PUT TOGETHER ALL THE EQUIPMENT YOU WILL NEED TO CLEAN AND DISINFECT TOILETS AND URINALS.

LOOK:

DO: DO JOB STEP 1.

CHECK: USE YOUR CHECKLIST AND THE PICTURE ABOVE TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 2. MOVE ALL EQUIPMENT TO YOUR WORK AREA.

LOOK:

DO: DO JOB STEP 2. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

READ: 3. PUT ON RUBBER GLOVES.

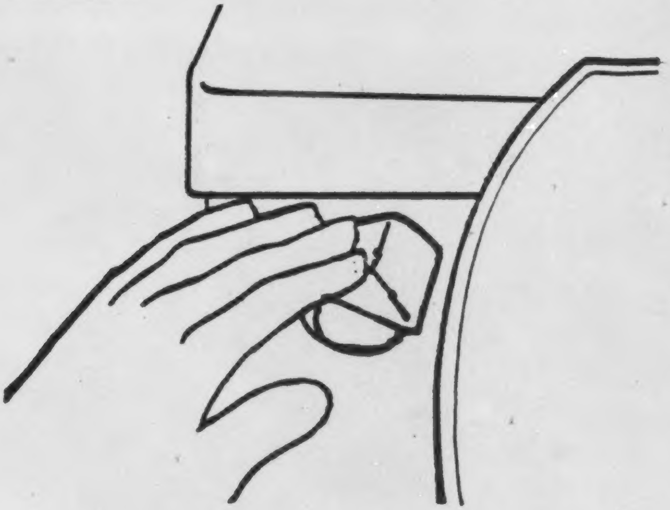
LOOK:

DO: DO JOB STEP 3.

"TURN THE PAGE"

READ: 4. Flush each toilet.

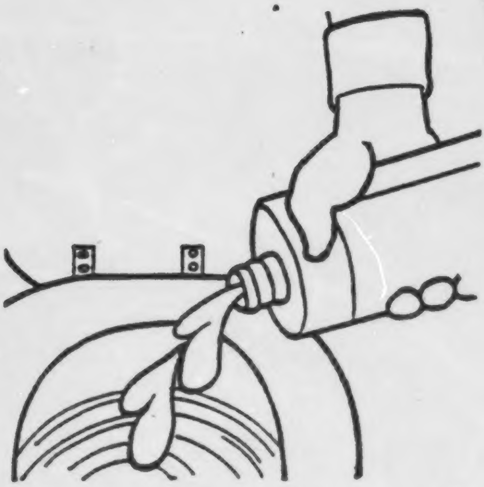
LOOK:



DO: Do job step 4.

READ: 5. Pour 2 ounces of all-purpose cleaner-disinfectant into toilet bowl.

LOOK:



DO: Ask your instructor to help you measure the 2 ounces.

"Turn the page"

WORD GUIDE

FIXTURES - THINGS ATTACHED TO OTHER THINGS, LIKE TOILET HANDLES ATTACHED TO TOILETS.

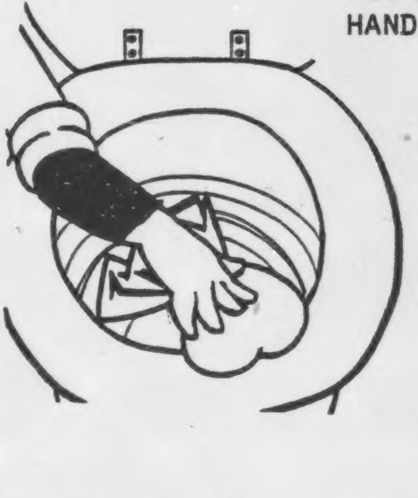
READ: 6. USING THE TOILET BOWL SWAB, RUB ALL OVER THE INSIDE AREA OF TOILET BOWL. RUB EXTRA HARD UNDER THE BOWL RIM.

LOOK:

DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 6.

READ: 7. WET A CLEAN WIPING CLOTH WITH ALL-PURPOSE CLEANER-DISINFECTANT. CLEAN TOILET SEAT AND THEN OUTSIDE AREA OF BOWL. THEN CLEAN ALL FIXTURES, LIKE THE TOILET HANDLE.

LOOK:



DO: DO JOB STEP 7.

"TURN THE PAGE"

READ: 8. USING CLEAN, DRY WIPING CLOTH, WIPE DRY OUTSIDE OF TOILET BOWL.

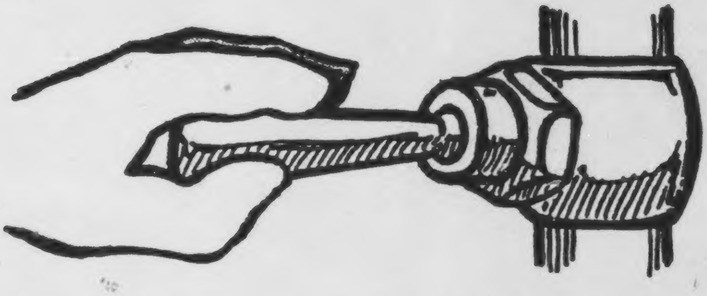
LOOK:

DO: DO JOB STEP 8.

CHECK: WHEN YOU HAVE DONE JOB STEP 8, ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 9. FLUSH ALL URINALS.

LOOK:



DO: DO JOB STEP 9.

"TURN THE PAGE"

JOB STEPS

READ: 10. PICK UP CIGARETTES, GUM PAPER AND OTHER THINGS OUT OF THE BOTTOM OF THE URINALS. THROW ALL THIS INTO WASTE BASKET.

LOOK:

DO: Do JOB STEP 10.

READ: 11. FLUSH EACH URINAL AGAIN.

DO: Do JOB STEP 11.

"TURN THE PAGE"

JOB STEPS

READAD: 12. POUR 2 OUNCES OF ALL-PURPOSE CLEANER-DISINFECTANT INTO THE URINAL.

LOOK:

DO: ASK YOUR INSTRUCTOR TO HELP YOU MEASURE THE RIGHT AMOUNT.

CHECK: YOUR INSTRUCTOR WILL NOW CHECK TO BE SURE YOU HAVE:

1. FLUSHED ALL URINALS.
2. PICKED UP ALL CIGARETTES, GUM, PAPER AND OTHER THINGS OUT OF BOTTOM OF URINAL AND THROWN IT INTO WASTE BASKET.
3. FLUSHED EACH URINAL AGAIN.

"TURN THE PAGE"

JOB STEPS

READ: 13. Using swab, rub inside area of urinal. Be sure to rub extra hard under lip at bottom of urinal.

LOOK:

DO AND CHECK: Ask your instructor to watch as you do job steps 13, 14, and 15.

READ: 14. Wet a clean wiping cloth with all-purpose cleaner-disinfectant. Clean outside area of urinal.

LOOK:

DO: Do job step 14.

"Turn the page"

JOB STEPS

READ: 15. THEN CLEAN ALL FIXTURES.

LOOK:

DO: DO JOB STEP 15.

READ: 16. USING CLEAN, DRY, WIPING CLOTH, WIPE DRY OUTSIDE AREA OF URINAL. ALSO WIPE THE FIXTURES.

LOOK:

DO: DO JOB STEP 16.

"TURN THE PAGE"

JOB STEPS

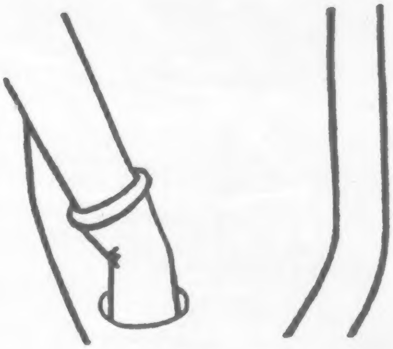
READ: 17. ONCE A WEEK, TAKE OUT METAL STRAINER AT BOTTOM OF URINAL. TAKE OUT ANY HARD GUM OR DIRT AND THROW IN WASTE BASKET.

LOOK:

DO: DO JOB STEP 17. ASK YOUR INSTRUCTOR TO WATCH.

READ: 18. ONCE A WEEK, REACH DEEP INTO DRAIN AND TAKE OUT ANY HARD GUM OR DIRT. THROW GUM OR DIRT INTO WASTE BASKET.

LOOK:



DO: DO JOB STEP 18.

"TURN THE PAGE"

JOB STEPS

READ: 19. ONCE A WEEK, USE RUBBER PLUNGER TO HELP KEEP DRAIN CLEAN.

LOOK:

DO: DO JOB STEP 19. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

3-3

JOB STEPS

READ: 20. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.

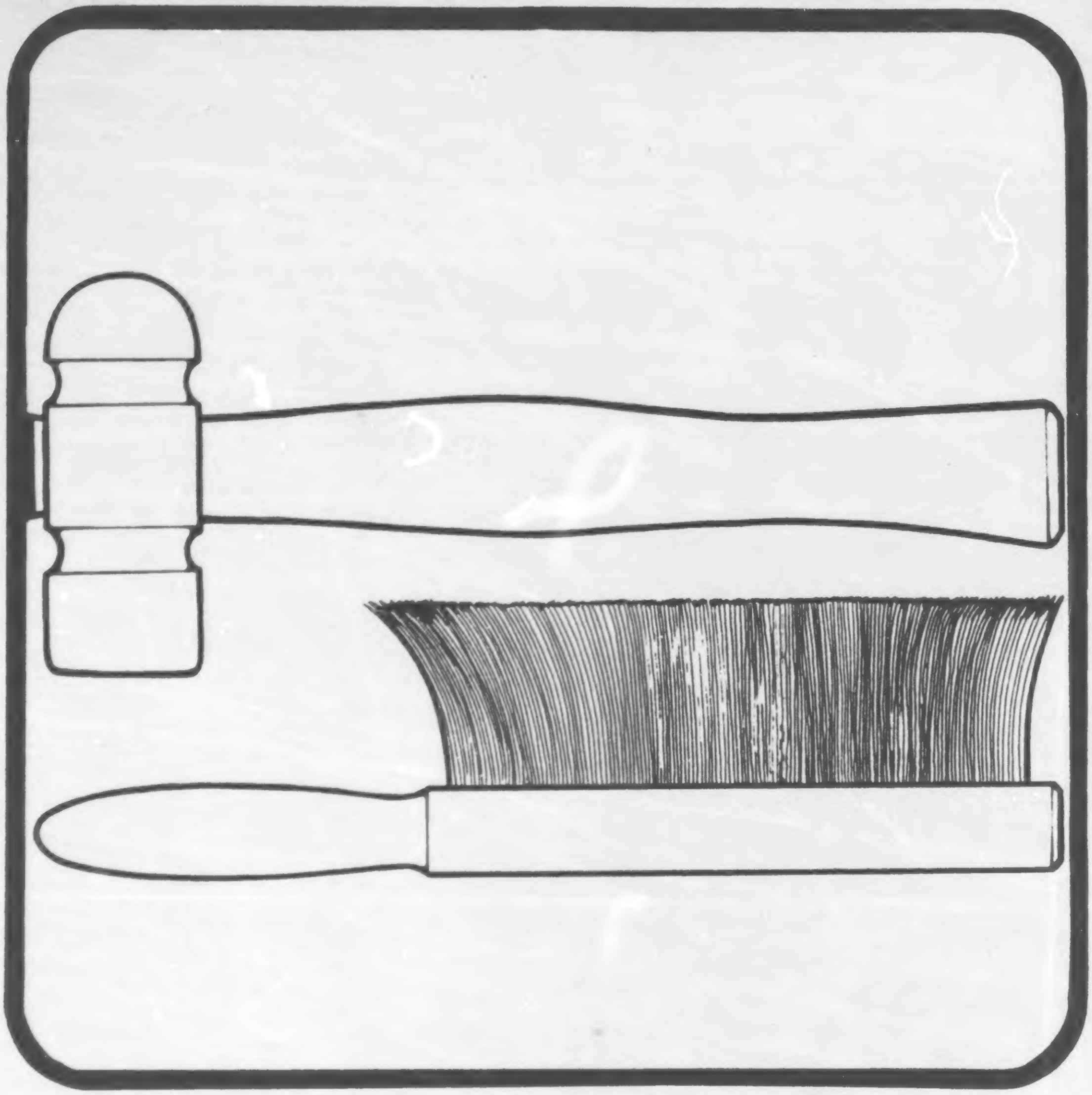
YOU HAVE FINISHED READING AND DOING THE JOB STEPS FOR CLEANING AND SANITIZING ALL REST ROOM TOILETS AND URINALS.

DO: NOW DO THE FOLLOWING:

1. PUT AWAY THE EQUIPMENT CHECKLIST THAT YOU USED FOR THE JOB STEPS.
2. GET A NEW EQUIPMENT CHECKLIST.
3. DO NOT LOOK AT THE MODULE OR THE USED CHECKLIST.
4. CHECK THE EQUIPMENT AND NUMBER OF EACH PIECE OF EQUIPMENT THAT YOU WILL NEED TO CLEAN AND SANITIZE REST ROOM TOILETS AND URINALS.

> REMEMBER: DO NOT LOOK AT THE MODULE OR AT THE USED CHECKLIST.

CHECK: WHEN YOU THINK YOU HAVE CHECKED ALL THE EQUIPMENT AND THE RIGHT NUMBERS, TAKE YOUR NEW CHECKLIST TO YOUR INSTRUCTOR.



building maintenance & engineering

unit: REST ROOMS

capital area career center

module: 2201 03 004 1 date: JANUARY 1977 level:

skill title: CLEANING WALLS AND PARTITIONS

developed & written by: A. STEINBERG

visuals by: MARIE GOUGEON

3-4.

WORD GUIDE

PARTITION - A WALL THAT SEPARATES OR DIVIDES PARTS OF A ROOM.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO WASH REST ROOM WALLS AND PARTITIONS AND HOW TO CLEAN DIRTY SPOTS ON REST ROOM WALLS.

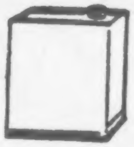
WHAT YOU WILL NEED:

PAIL

SPRAY BOTTLE

SPONGE

WIPING CLOTHS


ALL-PURPOSE CLEANER

WHAT YOU MUST DO:

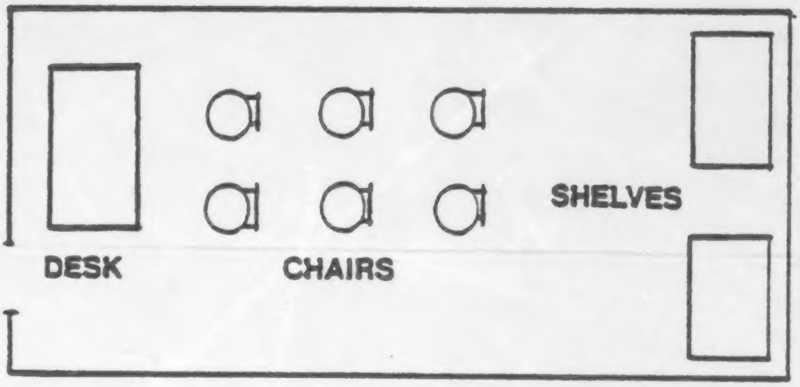
1. READ THIS MODULE. DO THE TASKS.
2. GET YOUR EQUIPMENT
3. WASH REST ROOM WALLS AND PARTITIONS.

"TURN THE PAGE"

JOB STEPS

READ: 1.DRAW A MAP OF THE AREA TO BE CLEANED.

LOOK:



DO: YOUR INSTRUCTOR WILL TELL YOU WHERE YOUR WORK AREA IS.

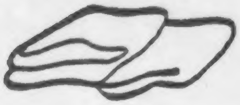
CHECK: WHEN YOU ARE FINISHED, SHOW YOUR MAP TO YOUR INSTRUCTOR.

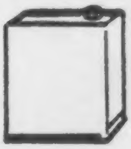
"TURN THE PAGE"

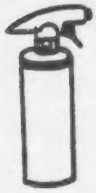
JOB STEPS

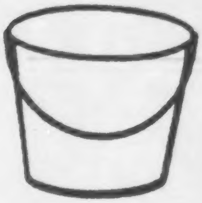
READ: 2. GET ALL THE EQUIPMENT YOU WILL NEED TO WASH REST ROOM WALLS AND PARTITIONS.

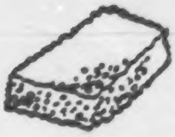
LOOK:











DO: DO JOB STEP 2.

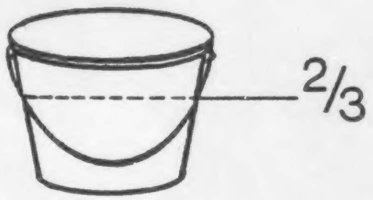
CHECK: USE YOUR CHECKLIST AND THE PICTURE ABOVE TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 3. FILL A PAIL 2/3 FULL WITH WARM WATER.

LOOK:



DO: DO JOB STEP 3.

READ: 4. ADD 6 OUNCES OF ALL-PURPOSE CLEANER TO THE WATER.

DO: ASK YOUR INSTRUCTOR TO EXPLAIN HOW TO MEASURE THE RIGHT AMOUNT OF ALL-PURPOSE CLEANER.

CHECK: YOUR INSTRUCTOR WILL NOW CHECK TO BE SURE YOU HAVE:

1. PUT TOGETHER ALL YOUR EQUIPMENT.
2. FILLED PAIL 2/3 FULL WITH WATER.

DO: 5. TAKE YOUR EQUIPMENT TO YOUR WORK AREA.

"TURN THE PAGE."

JOB STEPS

READE: 6. DIP THE SPONGE INTO THE PAIL OF WATER AND SQUEEZE THE SPONGE TO GET RID OF EXTRA WATER. SQUEEZE THE SPONGE UNTIL IT DOESN'T DRIP.

LOOK:

DO: DO JOB STEP 6.

READ: 7. START AT THE BOTTOM OF THE WALL. WASH THE WALL WITH SHORT SIDE-TO-SIDE MOVEMENTS.

LOOK:

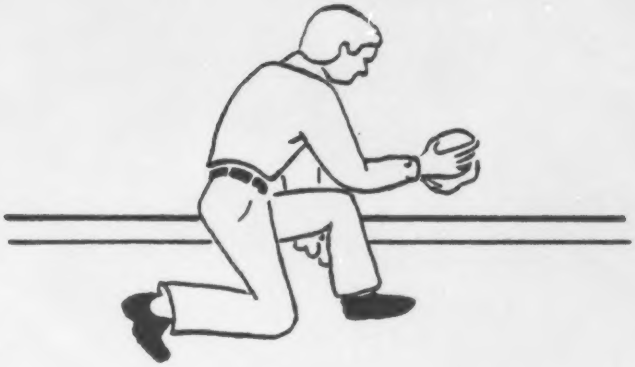
DO: DO JOB STEP 7. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 8. WHEN YOU FINISH A PART OF THE WALL FROM BOTTOM TO TOP, WIPE THAT PART DRY WITH A CLEAN WIPING CLOTH.

LOOK:



DO: Do JOB STEP 8.

READ: 9. AFTER YOU FINISH WASHING THE WALLS, LOOK TO SEE THAT NO DIRT SPOTS ARE LEFT ON THE WALLS.

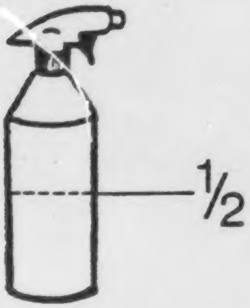
DO: Do JOB STEP 9.

"TURN THE PAGE"

JOB STEPS

READ: 10. If there are dirt spots fill 1/2 the spray bottle 1/2 with water. Fill the other 1/2 of the bottle with all-purpose cleaner.

LOOK:



DO: Do job step 10. Ask your instructor to explain how to measure the right amount of water and all-purpose cleaner.

CHECK: Your instructor will now check to be sure you have put the right amount of water and all-purpose cleaner in the spray bottle.

"Turn the page"

JOB STEPS

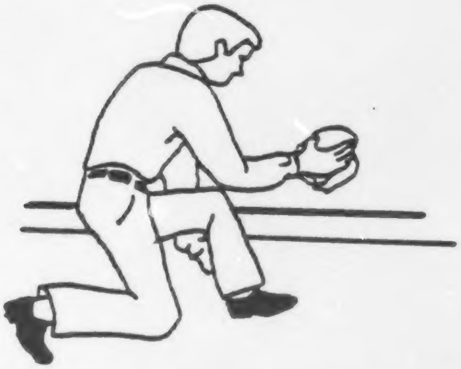
READ: 11. SPRAY THE ALL-PURPOSE CLEANER ON THE SPOTS.

LOOK:

DO: Do JOB STEP 11.

READ: 12. WIPE THE SPOTS DRY WITH A CLEAN WIPING CLOTH.

LOOK:



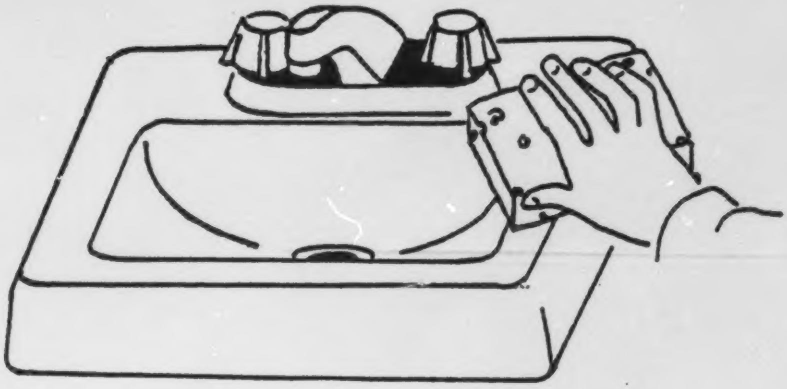
DO: Do JOB STEP 12.

"TURN THE PAGE"

JOB STEPS

READ: 13. Look for dirt spots in areas around sinks, urinals, dispensers, and back of toilets. Clean these spots.

LOOK:



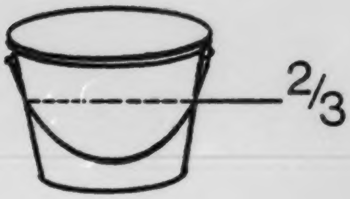
DO: Do job step 13.

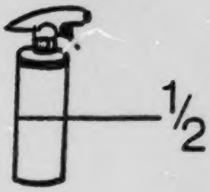
"Turn the page"

JOB STEPS

READ: 14. Use steps 3 through 9 to clean partitions. If your water is dirty, use step 2 for clean water and ask your instructor for help. If your spray bottle is empty, use step 10 to fill it.

LOOK:

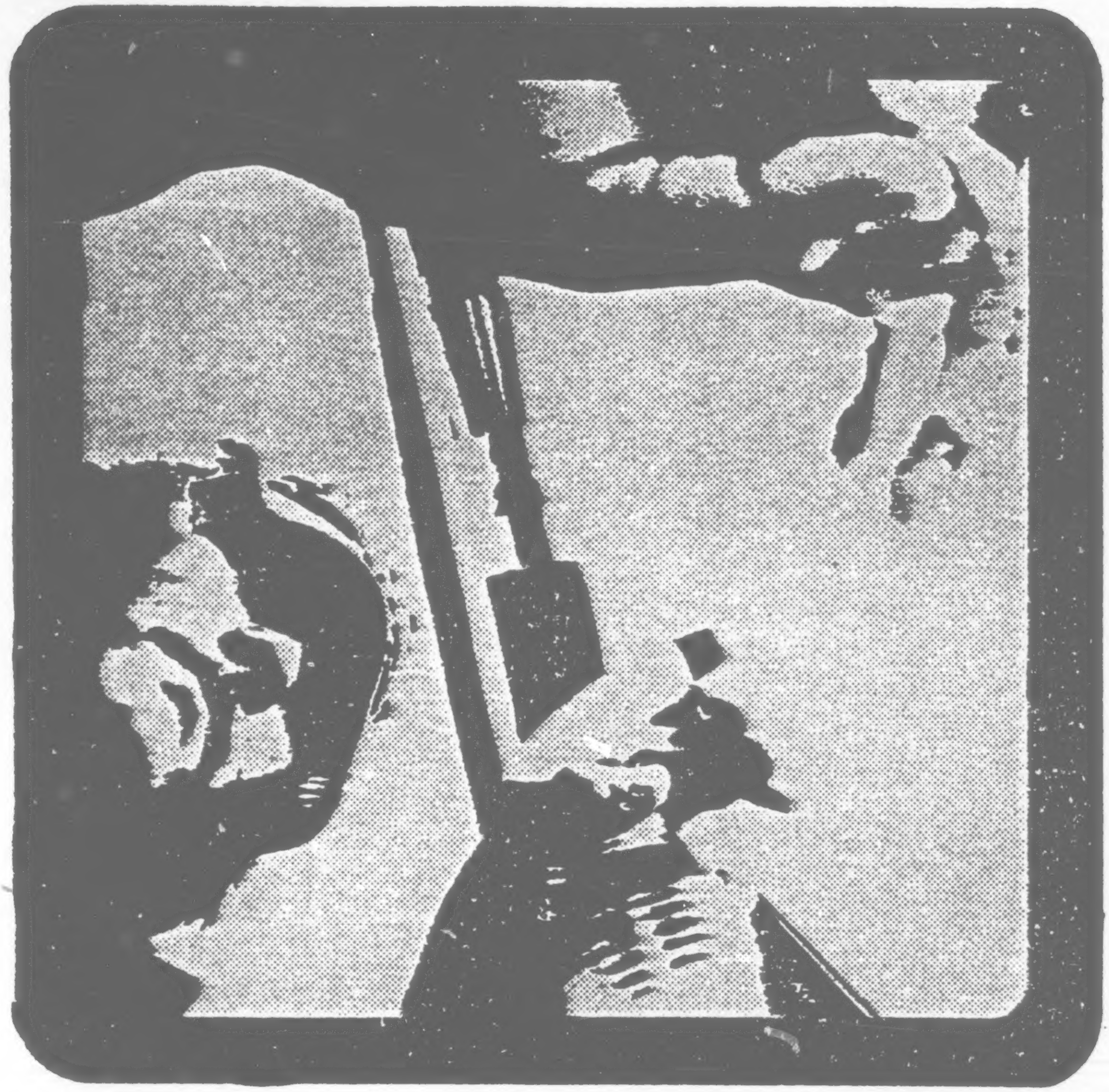




DO: Do job step 14.

READ: 15. Return all equipment to the storage area. Be sure that all equipment is cleaned.

DO: Do job step 15.



building maintenance & engineering

unit: Rest Rooms

capital area career center

module: 2201 03 005 1 date: 1/4/77 level:

skill title: Complete Care of Rest Rooms

developed & written by: A. Steinberg

visuals by: Sherri Baker

PERFORMANCE OBJECTIVE

What You Will Learn:

How to clean a rest room each day for one week.

What You Will Need:

- A push broom
- A dust pan
- A bench brush
- Swabs
- Glass cleaner
- A mop
- Sponges
- Wiping cloths
- Sanitary napkins
- 2 mop pails
- 1 mop wringer
- All-purpose cleaner-disinfectant
- Liquid and powder soap
- Soap bars
- Paper hand towels
- Paper toilet rolls
- Paper toilet-seat covers

What You Must Do:

1) Read this module. Do the tasks.

2) Get your equipment

3) Clean the floors, walls, ceilings, sinks, mirrors, toilet bowls, and urinals. Fill all dispensers.

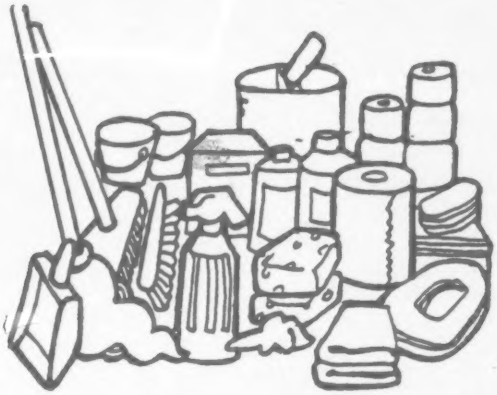
"Turn the page"

JOB STEPS

READ: 1. MOVE ALL EQUIPMENT TO YOUR WORK AREA.

READ: 2. PUT TOGETHER ALL THE EQUIPMENT YOU WILL NEED TO CLEAN A WHOLE REST ROOM.

LOOK:

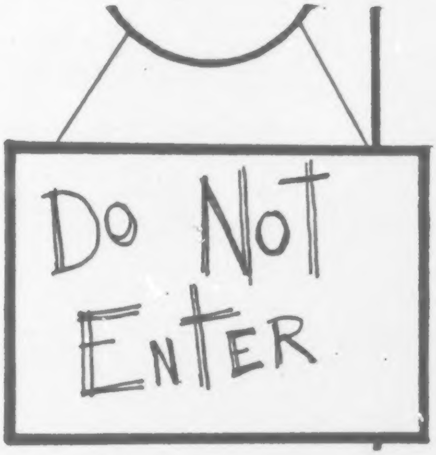


DO: DO JOB STEP 2.

CHECK: USE THE PICTURE ABOVE TO CHECK YOUR WORK.

READ: 3. PUT UP A "DO NOT ENTER" SIGN BY THE ENTRANCE DOOR.

LOOK:

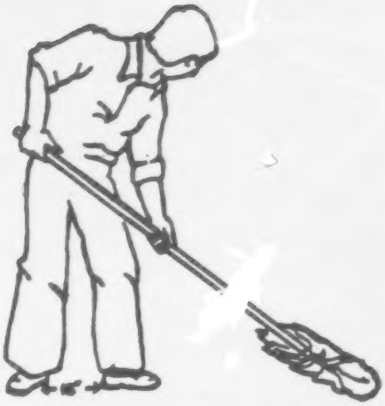


DO: DO JOB STEP 3.

"TURN THE PAGE"

READ: 4. SWEEP THE FLOOR WITH PUSH BROOM.

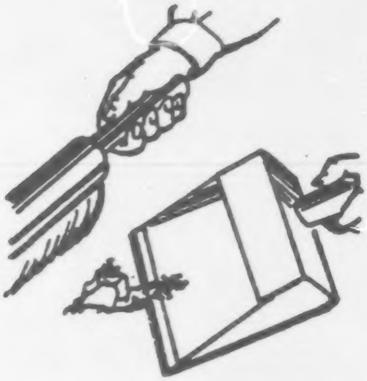
LOOK:



DO: DO JOB STEP 4.

READ: 5. PICK UP THE DIRT WITH BENCH BRUSH AND DUST PAN.

LOOK:



DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 5.

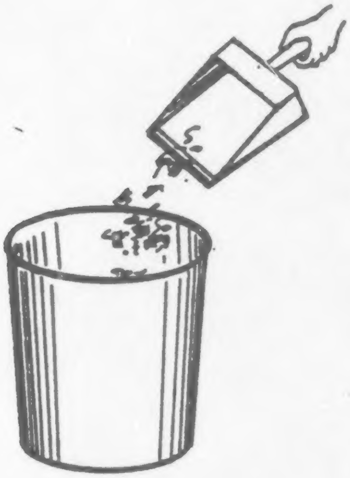
"TURN THE PAGE"

WORD GUIDE

PARTITIONS - DIVIDERS, THINGS BUILT TO SEPARATE OTHER THINGS. LIKE WALLS BETWEEN TOILETS.

READ: 6. PUT DIRT INTO WASTE BASKET.

LOOK:



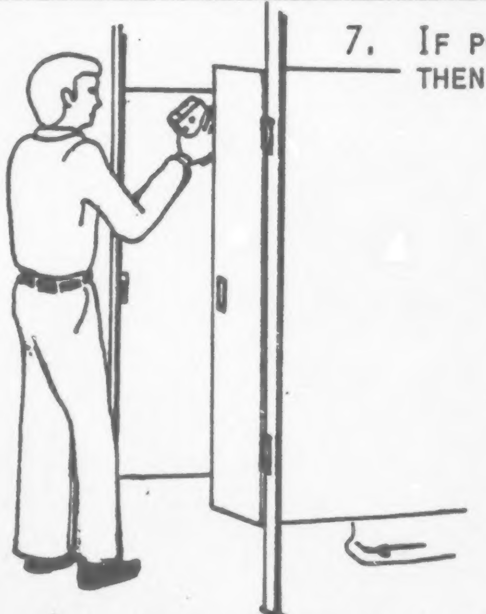
DO: DO JOB STEP 6.

CHECK: YOUR INSTRUCTOR WILL NOW CHECK TO BE SURE YOU HAVE:

1) PUT TOGETHER ALL YOUR EQUIPMENT.
2) PUT UP A "DO NOT ENTER" SIGN BY ENTRANCE DOOR.
3) SWEPT THE FLOOR AND PUT DIRT IN A BASKET.

READ: 7. IF POSSIBLE, WASH CEILINGS, THEN WALLS, AND PARTITIONS.

LOOK:



DO: ASK YOUR INSTRUCTOR IF YOU MUST WASH CEILINGS.

"TURN THE PAGE"

READ: 8. CLEAN SINKS AND MIRRORS.

LOOK:

DO: Do JOB STEP 8.

READ: 9. CLEAN TOILET BOWLS, SEATS, AND THEN URINALS.

LOOK:

DO: Do JOB STEP 9.

"TURN THE PAGE"

READ: 10. FILL ALL SOAP DISPENSERS. BE SURE NOT TO PUT POWDER SOAP IN LIQUID SOAP DISPENSER.

LOOK:

DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 10.

READ: 11. PUT NEW SOAP BARS WHERE NEEDED ON SINKS.

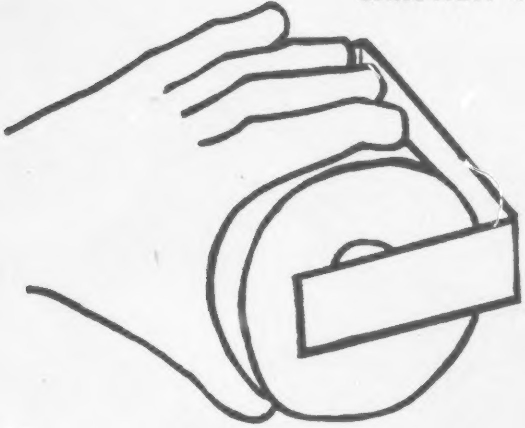
LOOK:

DO: DO JOB STEP 11.

"TURN THE PAGE"

READ: 12. FILL ALL DISPENSERS FOR HAND TOWELS, PAPER TOILET ROLLS, PAPER TOILET-SEAT COVERS, AND SANITARY NAPKINS.

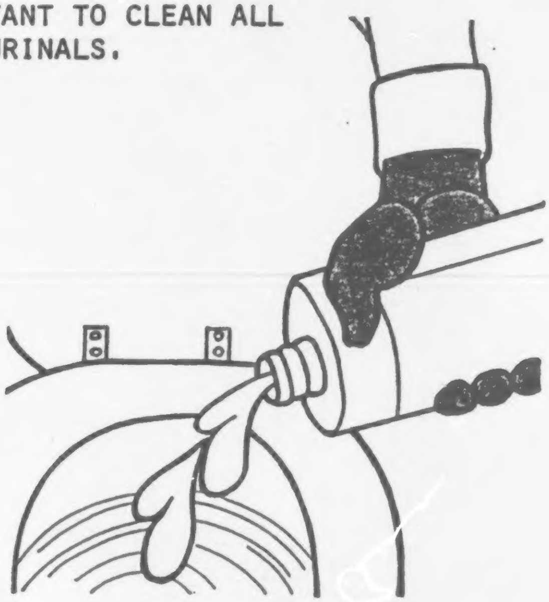
LOOK:



DO & CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 12.

READ: 13. USE DISINFECTANT TO CLEAN ALL TOILETS AND URINALS.

LOOK:



DO: DO JOB STEP 13.

"TURN THE PAGE"

READ: 14. FLUSH TOILETS AND URINALS, THEN WASH THE OUTSIDE OF THEM.

LOOK:

DO: Do JOB STEP 14.

READ: 15. TAKE ALL WASTE BASKETS OUT OF THE REST ROOM.

LOOK:

DO: Do JOB STEP 15.

"TURN THE PAGE"

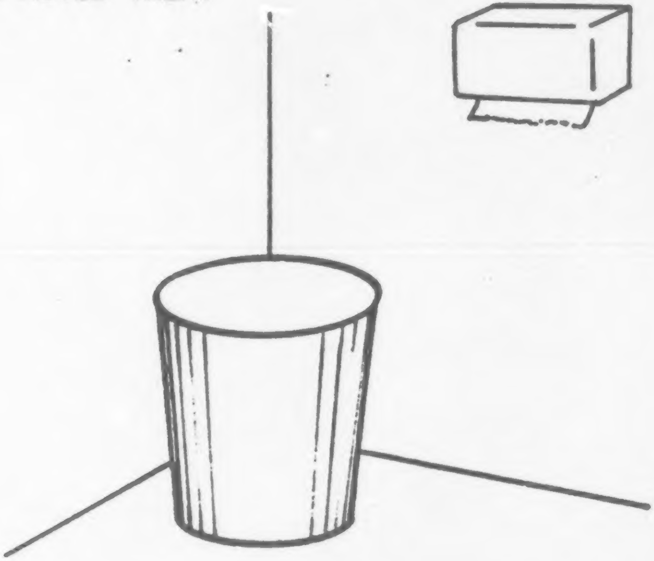
READ: 16. Mop floor with all-purpose cleaner-disinfectant.

LOOK:

DO: Do job step 16.

READ: 17. Put waste baskets back in place, if you have moved them.

LOOK:



DO: Do job step 17.

"Turn the page"

READ: 18. TAKE DOWN SIGN BY THE ENTRANCE DOOR.

LOOK:

DO: DO JOB STEP 18.

READ: 19. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.

LOOK:

JOB STEPS

READ: 1. MOVE ALL EQUIPMENT TO YOUR WORK AREA.

READ: 2. PUT TOGETHER ALL THE EQUIPMENT YOU WILL NEED TO CLEAN A WHOLE REST ROOM.

READ: 3. PUT UP A "DO NOT ENTER" SIGN BY ENTRANCE DOOR.

READ: 4. SWEEP THE FLOOR WITH PUSH BROOM.

READ: 5. PICK UP THE DIRT WITH BENCH BRUSH AND DUST PAN.

READ: 6. PUT DIRT INTO WASTE BASKET.

READ: 7. IF POSSIBLE, WASH CEILINGS, THEN WALLS, AND PARTITIONS.

READ: 8. CLEAN SINKS AND MIRRORS.

READ: 9. CLEAN TOILET BOWLS, SEATS, AND THEN URINALS.

READ: 10. FILL ALL SOAP DISPENSERS. BE SURE NOT TO PUT POWDER SOAP IN LIQUID SOAP DISPENSER.

READ: 11. PUT NEW SOAP BARS WHERE NEEDED ON SINKS.

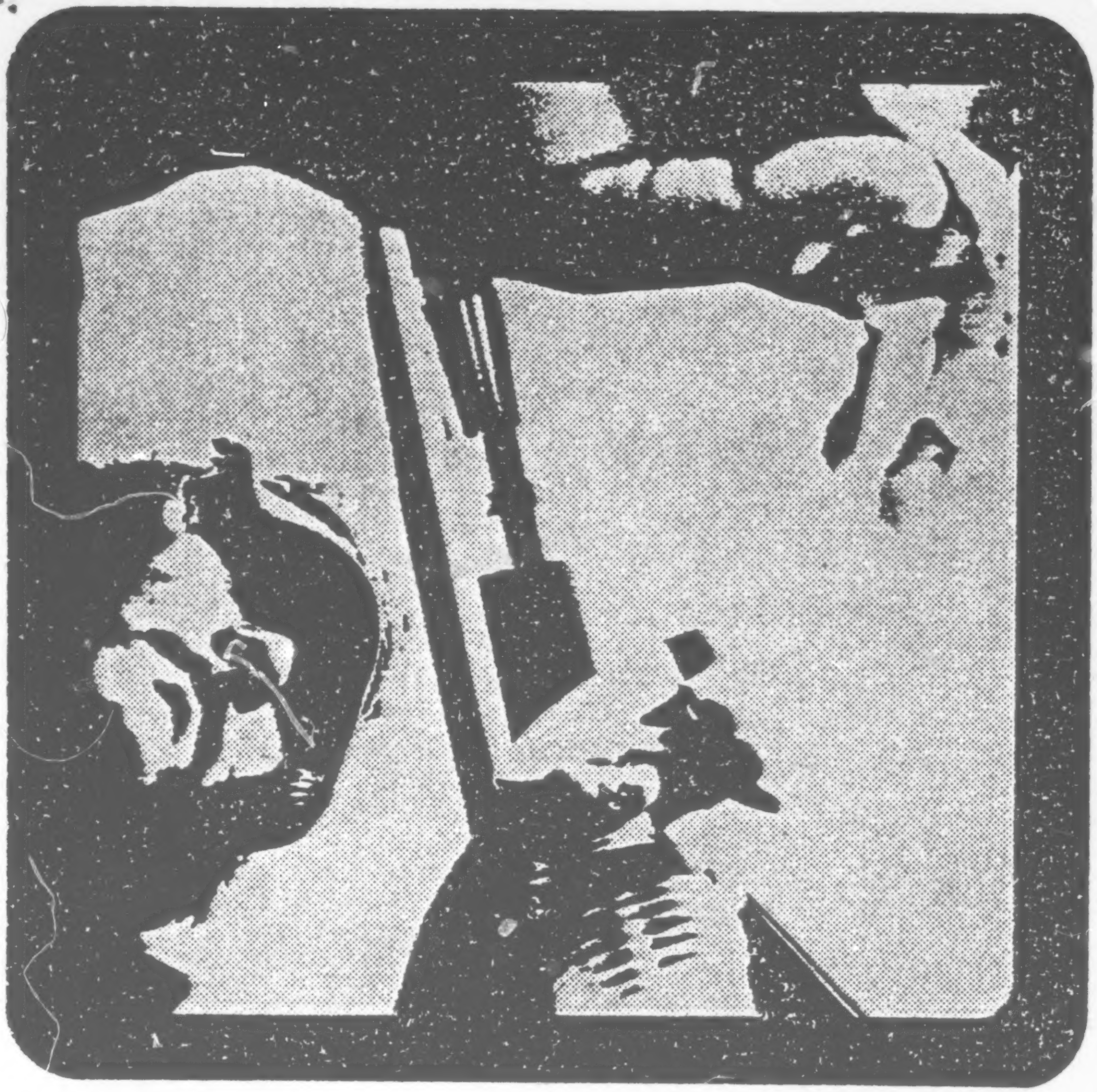
READ: 12. FILL ALL DISPENSERS FOR HAND TOWELS, PAPER TOILET ROLLS, PAPER TOILET-SEAT COVERS, AND SANITARY NAPKINS.

READ: 13. MOP FLOOR WITH ALL-PURPOSE CLEANER-DISINFECTANT.

READ: 14. PUT WASTE BASKETS BACK IN PLACE, IF YOU HAVE MOVED THEM.

READ: 15. TAKE DOWN SIGN BY THE ENTRANCE DOOR.

READ: 16. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.



building maintenance & engineering

unit: Chalkboard Care

capital area career center

module: 2201 04 001 1 date: 1-7-77 level:

skill title: "Breaking In" a New Chalkboard

developed & written by: A. Steinberg

visuals by: Sherri Baker

WORD GUIDE

CHAMOIS - A SOFT CLOTH MADE FROM ANIMAL SKINS, USED FOR RUBBING OR BUFFING.

"BREAK IN" - TO PREPARE AN ITEM FOR LATER USE.

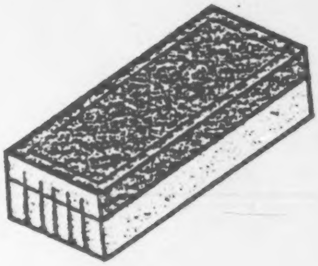
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO "BREAK IN" A NEW CHALKBOARD.

WHAT YOU WILL NEED:

3 TO 4 STICKS OF CHALK



FELT ERASER

CHAMOIS OR SOFT COTTON CLOTH

WHAT YOU MUST DO:

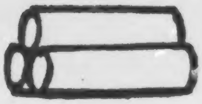
1. READ THIS MODULE. DO THE TASKS.
2. GET YOUR EQUIPMENT.
3. "BREAK IN" A NEW CHALKBOARD.

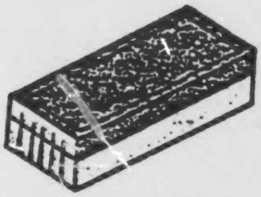
"TURN THE PAGE"

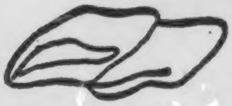
JOB STEPS

READ: 1. PUT TOGETHER ALL THE EQUIPMENT YOU WILL NEED TO "BREAK IN" A NEW CHALKBOARD.

LOOK:







DO: DO JOB STEP 1.

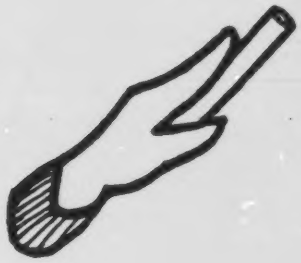
CHECK: USE THE PICTURE ABOVE TO CHECK YOUR WORK.

DO: YOUR INSTRUCTOR WILL TELL YOU WHAT WORK AREA IS YOURS. TAKE YOUR EQUIPMENT TO YOUR WORK AREA.

"TURN THE PAGE"

READ: 2. HOLD THE SIDE OF A PIECE OF CHALK IN YOUR HAND.

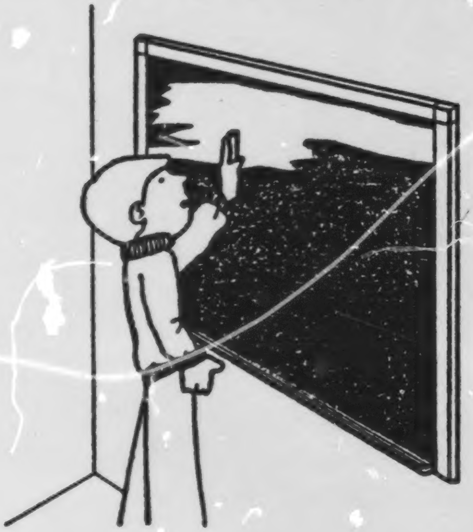
LOOK:



DO: DO JOB STEP 2.

READ: 3. USING THE SIDE OF A PIECE OF CHALK, RUB THE WHOLE CHALKBOARD WITH CHALK.

LOOK:

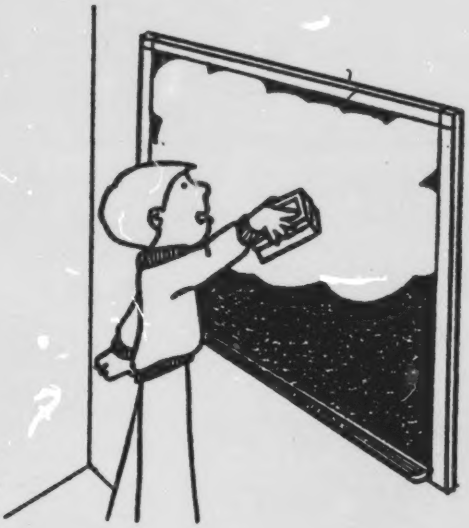


DO: DO JOB STEP 3.

"TURN THE PAGE"

READ: 4. NOW USE THE ERASER. MOVE THE ERASER IN CIRCLES, RUBBING THE CHALK INTO THE CHALKBOARD.

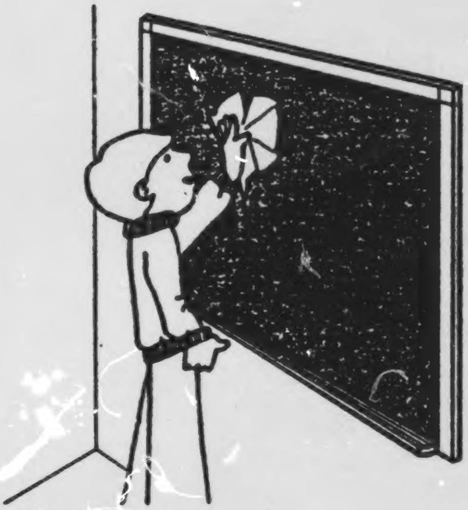
LOOK:



DO: DO JOB STEP 4.

READ: 5. WITH THE CHAMOIS OR COTTON CLOTH, RUB THE WHOLE CHALKBOARD.

LOOK:



DO: DO JOB STEP 5.

"TURN THE PAGE"

JOB STEPS

READ: 6. Do job steps 2, 3, 4 and 5 again.

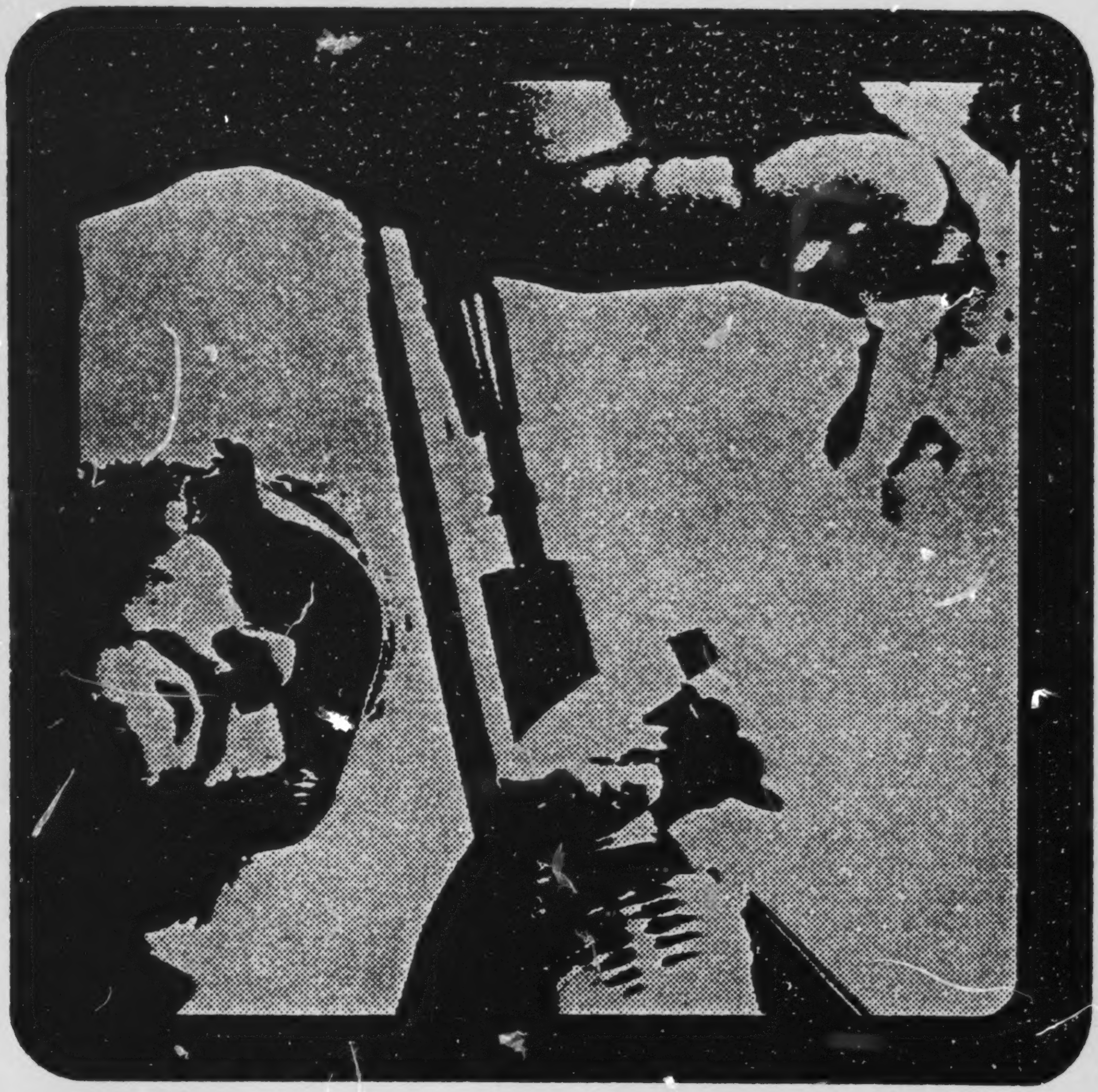
DO: Do job step 6.

READ: When "breaking in" a new chalkboard, do not leave the chalk marks on the board over night.

READ: When "breaking in" a new chalkboard, do not wash the board for at least a week.

READ: 7. Return all equipment to the storage area. Be sure that all equipment is cleaned.

DO: Do job step 7.



building maintenance & engineering

unit: CHALKBOARD CARE

capital area career center

module: 2201 04 002 1 **date:** 1-7-77 **level:**

skill title: WASHING A CHALKBOARD

developed & written by: A. STEINBERG

visuals by: SHERRI BAKER

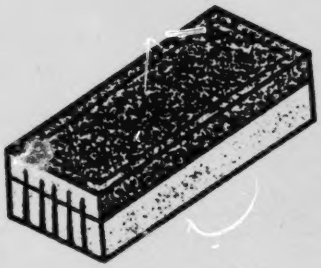
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO WASH A CHALKBOARD.

WHAT YOU WILL NEED:

PAIL



FELT ERASER

SPONGE

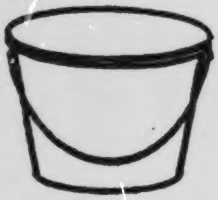
WHAT YOU MUST DO:

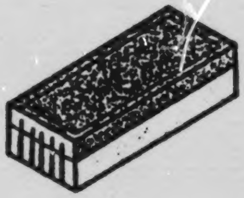
1. READ THIS MODULE. DO THE TASKS.
2. GET YOUR EQUIPMENT.
3. WASH A CHALKBOARD SO THAT IT HAS NO STREAKS.

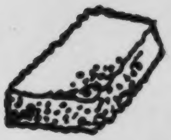
"TURN THE PAGE"

READ: 1. GET ALL THE EQUIPMENT YOU WILL NEED TO WASH A CHALKBOARD.

LOOK:







DO: DO JOB STEP 1.

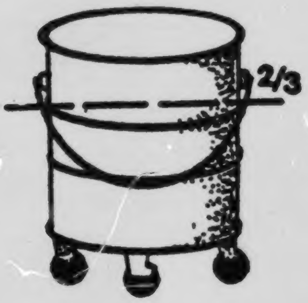
CHECK: USE YOUR CHECKLIST AND THE PICTURE ABOVE TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 2. FILL A PAIL 2/3 FULL WITH COLD WATER.

LOOK:



DO: DO JOB STEP 2.

CHECK: YOUR INSTRUCTOR WILL NOW CHECK TO BE SURE YOU HAVE:

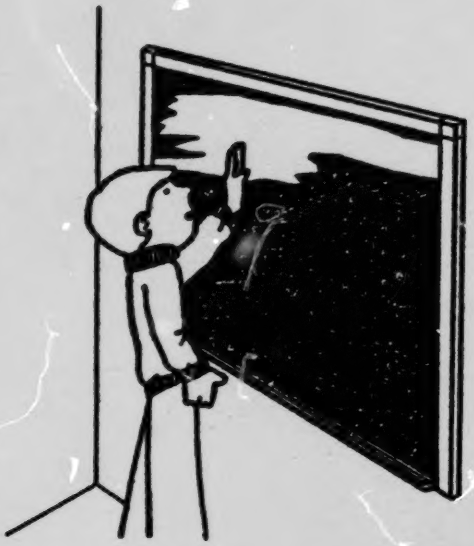
1. ALL YOUR EQUIPMENT.
2. FILLED A BUCKET 2/3 FULL WITH WATER.

DO: YOUR INSTRUCTOR WILL TELL YOU WHAT WORK AREA IS YOURS. TAKE YOUR EQUIPMENT TO YOUR WORK AREA.

"TURN THE PAGE"

READ: 3. ERASE THE WHOLE CHALKBOARD WITH A FELT ERASER.

LOOK:



DO: Do JOB STEP 3.

READ: 4. DIP SPONGE INTO THE PAIL OF WATER. SQUEEZE OUT THE EXTRA WATER UNTIL THE SPONGE IS ALMOST DRY.

LOOK:

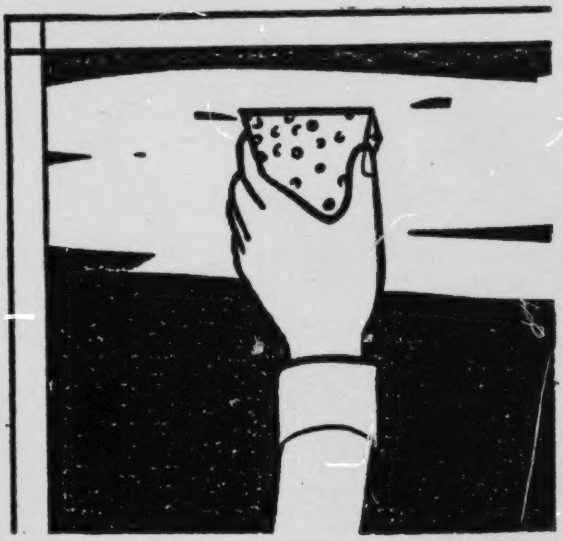
DO: Do JOB STEP 4.

"TURN THE PAGE"

JOB STEPS

READ: 5. START AT THE TOP LEFT HAND CORNER OF THE CHALKBOARD. MOVE THE SPONGE ACROSS THE TOP OF THE CHALKBOARD, IN A STRAIGHT LINE. WIPE ALL THE CHALKBOARD WITH THE DAMP SPONGE.

LOOK:



DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 6. WHEN YOUR SPONGE BECOMES DIRTY WITH CHALK, WASH OUT THE SPONGE. DO STEP 5 UNTIL THE WHOLE CHALKBOARD IS CLEAN. YOU MAY NEED TO CHANGE YOUR WATER IF IT GETS TOO DIRTY.

LOOK:

DO: DO JOB STEP 6.

"TURN THE PAGE"

WORD GUIDE

STREAKS - A LONG, NARROW MARK OR SMEAR.

JOB STEPS

READ: 7. WASH THE CHALK TRAY WITH A DAMP SPONGE.
(BE SURE TO SQUEEZE THE EXTRA WATER OUT OF THE SPONGE)

LOOK:

DO: DO JOB STEP 7.

READ: 8. AFTER THE CHALKBOARD DRIES, CHECK IT TO SEE THAT NO STREAKS ARE LEFT ON THE BOARD.

DO: DO JOB STEP 8.

"TURN THE PAGE"

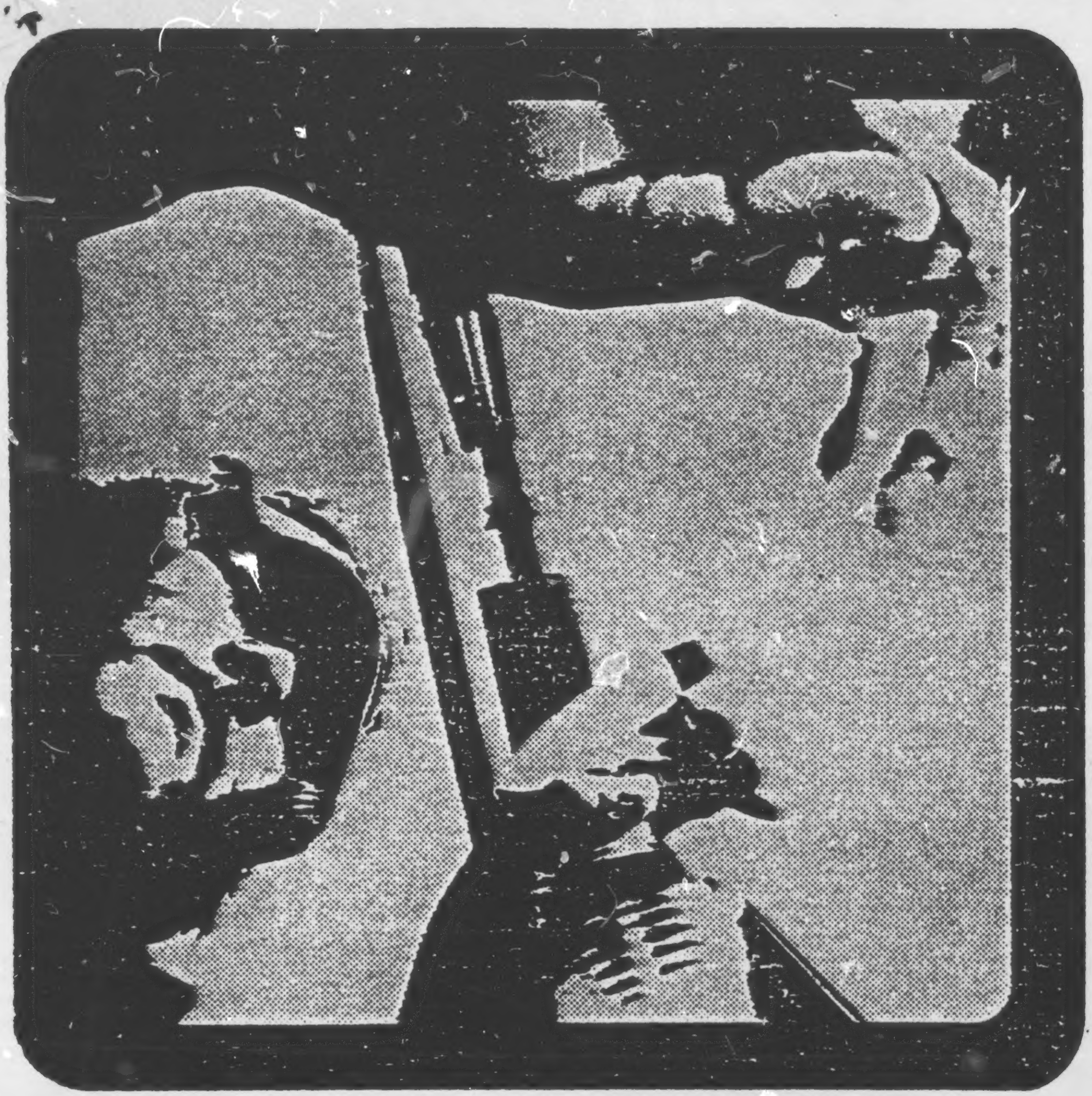
JOB STEPS

READ: 9. IF STREAKS ARE ON THE CHALKBOARD, GO OVER THE STREAKS WITH A CLEAN, DAMP SPONGE. BE SURE TO WIPE THE STREAKS IN A STRAIGHT LINE.

LOOK:

DO: DO JOB STEP 9.

READ: 10. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.



building maintenance & engineering

unit: CARPET CARE

capital area career center

module: 2201 05 001 1 **date:** 12-6-76 **level:** 2

skill title: SHAMPOOING CARPET (DRY FOAM)

developed & written by: DWIGHT SMITH

visuals by: SANDRA STARNAMAN

WORD GUIDE

SELF PROPELLED - Goes by itself.

DRY FOAM SHAMPOO - A carpet cleaner that will not soak the carpet.

PILE - The yarns that make up a carpet.

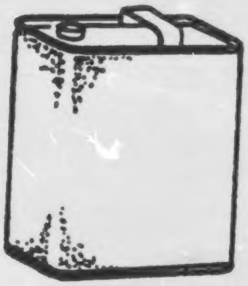
PERFORMANCE OBJECTIVE

What you will learn:

How to shampoo a carpet with dry foam.

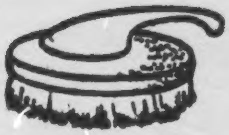
What you will need:

SELF PROPELLED DRY FOAM SHAMPOO MACHINE



DRY FOAM SHAMPOO

PAIL



SHORT BRISTLED BRUSH

UPRIGHT VACUUM CLEANER

CARPET BRUSH

WET VACUUM

PENCIL AND PAPER

What you must do:

1. Read this module.
2. Shampoo a carpet, and rake the pile to stand up the same way.

"Turn the page"

READ: 1. CHECK THE TIME. THE CARPET NEEDS 12 HOURS TO DRY.

LOOK:

DO AND CHECK: ASK YOUR INSTRUCTOR IF THERE IS ENOUGH TIME FOR THE CARPET TO DRY. HE/SHE WILL TELL YOU WHAT CARPET TO SHAMPOO.

READ: 2. READ THE LIST OF EQUIPMENT YOU WILL NEED. (PAGE 2) GET AN EQUIPMENT CHECKLIST FOR THE CARPET CARE UNIT.

DO: ON YOUR OWN EQUIPMENT CHECKLIST:

CHECK EACH ITEM OF EQUIPMENT YOU WILL NEED.

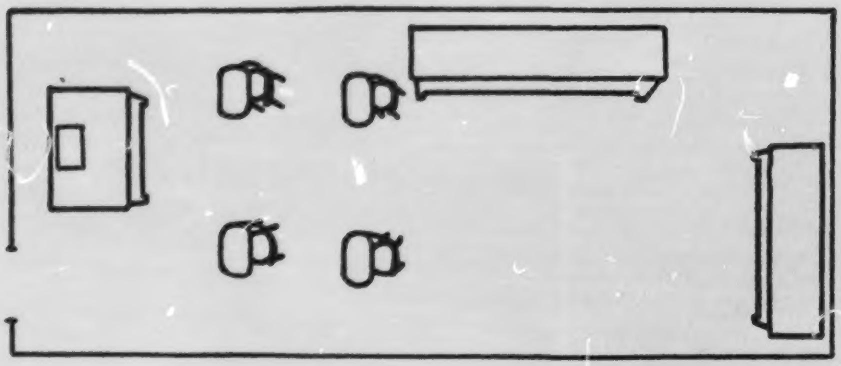
CHECK: TAKE THE CHECKLIST TO YOUR INSTRUCTOR.

"TURN THE PAGE"

JOB STEPS

READ: 3. DRAW A MAP OF THE AREA YOU WILL SHAMPOO.

LOOK:



DO: DO JOB STEP 3.

CHECK: SHOW YOUR MAP TO YOUR INSTRUCTOR.

READ: 4. MOVE THE FURNITURE OUT OF THE AREA YOU ARE SHAMPOOING.

DO: DO JOB STEP 4.

READ: 5. GET ALL YOUR EQUIPMENT. USE YOUR CHECKLIST TO BE SURE YOU HAVE EVERYTHING YOU WILL NEED.

DO: DO JOB STEP 5.

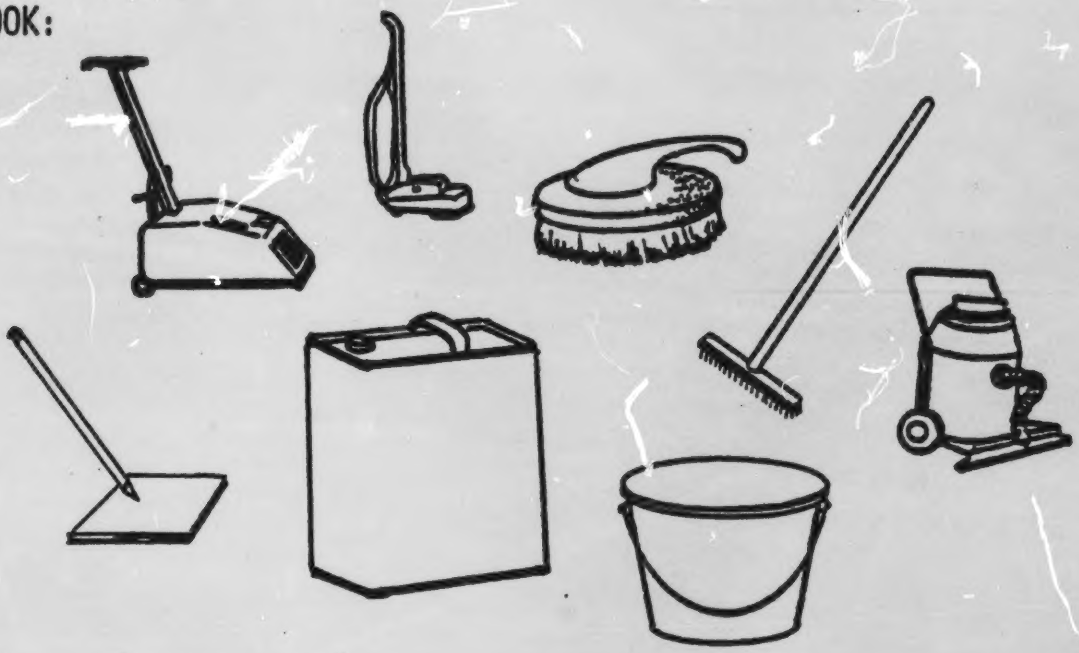
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 6. BRING ALL THE EQUIPMENT YOU WILL NEED INTO THE AREA.

LOOK:



DO: DO JOB STEP 6.

CHECK: COMPARE YOUR CHECKLIST TO THE PICTURE ABOVE.

IF YOU HAVE EVERYTHING, "TURN THE PAGE

JOB STEPS

READ: 7. PLUG IN THE VACUUM CLEANER AND VACUUM THE CARPET AREA.

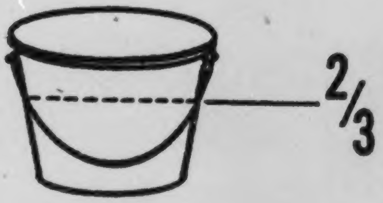
LOOK:

DO: DO JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THE CARPET.

READ: 8. FILL THE QUART PAIL 2/3 FULL.

LOOK:



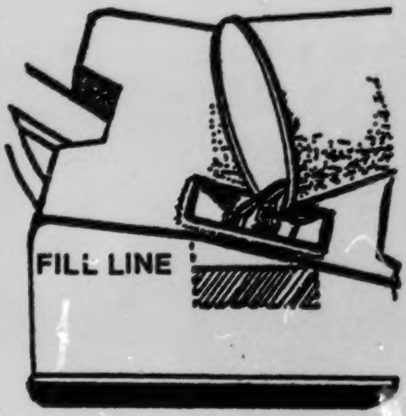
DO: DO JOB STEP 8.

"TURN THE PAGE"

JOB STEPS

READ: 9. POUR THE WATER INTO THE TANK ON THE SHAMPOO MACHINE. FILL UP TO THE "FILL LINE".

LOOK:



DO: DO JOB STEP 9.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THE WATER LEVEL IN THE TANK.

READ: 10. ASK YOUR INSTRUCTOR TO HELP ADD SHAMPOO TO THE MACHINE.

DO: ASK HOW TO MEASURE THE SHAMPOO.

"TURN THE PAGE"

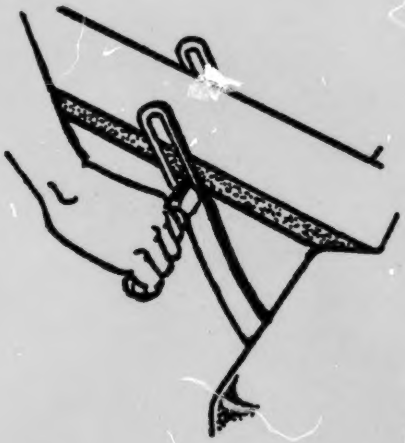
WORD GUIDE

ADJUST - SET TO THE RIGHT HEIGHT.

JOB STEPS

READ: 11. ADJUST THE BRUSH HEIGHT ON THE SHAMPOO MACHINE.

LOOK:



DO AND
CHECK: ASK YOUR INSTRUCTOR TO HELP YOU.

"TURN THE PAGE"

JOB STEPS

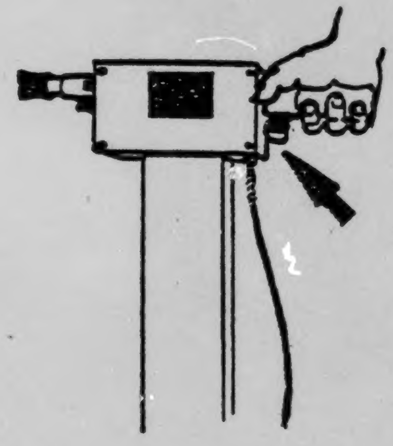
READ: 12. PUT THE MACHINE ALONG THE BASEBOARD OF ONE SIDE OF THE ROOM.

LOOK:

DO: DO JOB STEP 12. BEGIN AT THE POINT FARTHEST FROM THE EXIT.

READ: 13. PUSH THE "FOAM" BUTTON ON THE RIGHT HANDLE, THEN LET IT GO. THE LONGER YOU HOLD IT IN, THE WETTER YOUR FLOOR. DO NOT MAKE THE FLOOR TOO WET.

LOOK:



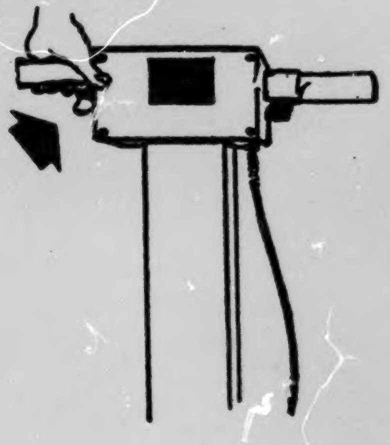
DO: DO JOB STEP 13.

"TURN THE PAGE"

JOB STEPS

READ: 14. PUSH THE "POWER" BUTTON ON THE LEFT HANDLE TO MAKE THE BRUSHES TURN.

LOOK:



DO: DO JOB STEP 14.

READ: 15. PUSH THE MACHINE ALONG THE WALL TO THE END OF THE ROOM. LET GO OF THE "POWER" BUTTON.

LOOK:

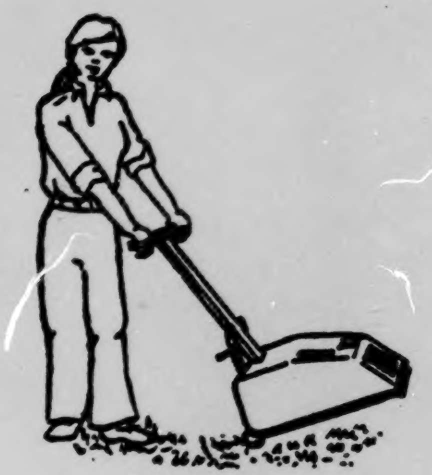
DO: DO JOB STEP 15.

"TURN THE PAGE"

JOB STEPS

READ: 16. RAISE THE FRONT OF THE MACHINE A FEW INCHES BY PUSHING DOWN ON HANDLES.

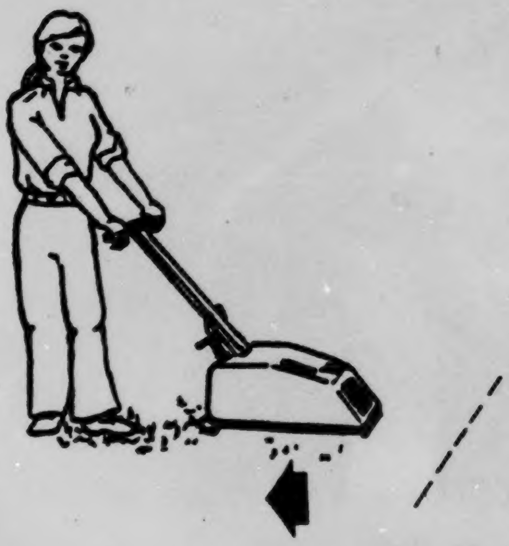
LOOK:



DO: DO JOB STEP 16.

READ: 17. PULL THE MACHINE BACK TO THE STARTING POINT, BUT OVER ABOUT 2 FEET.

LOOK:



DO: DO JOB STEP 17.

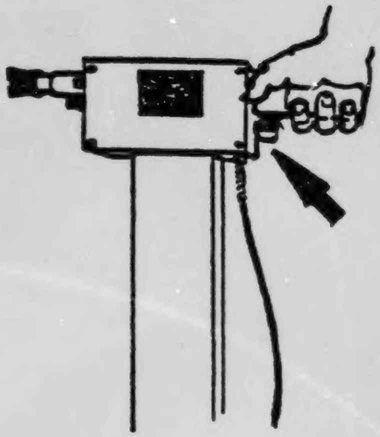
"TURN THE PAGE"

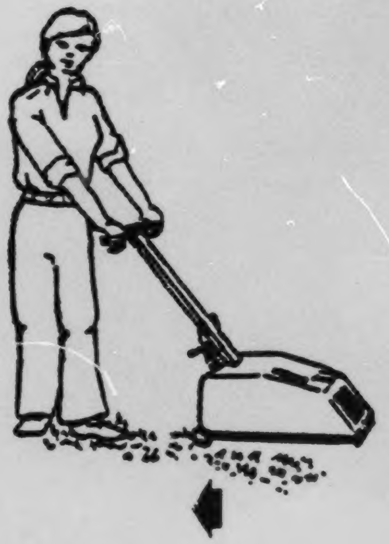
WORD GUIDE

OVERLAP - TO GO OVER PART OF WHAT WAS JUST COVERED.

READ: 18. REPEAT STEPS 13 THROUGH 17 UNTIL YOU HAVE SHAMPOOED THE WHOLE AREA. BE SURE TO OVERLAP ABOUT 4 INCHES.

LOOK:





DO: DO JOB STEPS 13 THROUGH 17 UNTIL CARPET IS SHAMPOOED.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 19. USE THE SHORT BRISTLED BRUSH TO CLEAN THE CORNERS OF THE CARPET.

LOOK:

DO: DO JOB STEP 19.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 20. USE THE WET VACUUM CLEANER ON THE CARPET AREA.

LOOK:

DO: DO JOB STEP 20.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 21. USE THE CARPET RAKE TO RAKE THE PILE OF THE CARPET. RAKE ALL IN THE SAME DIRECTION.

LOOK:

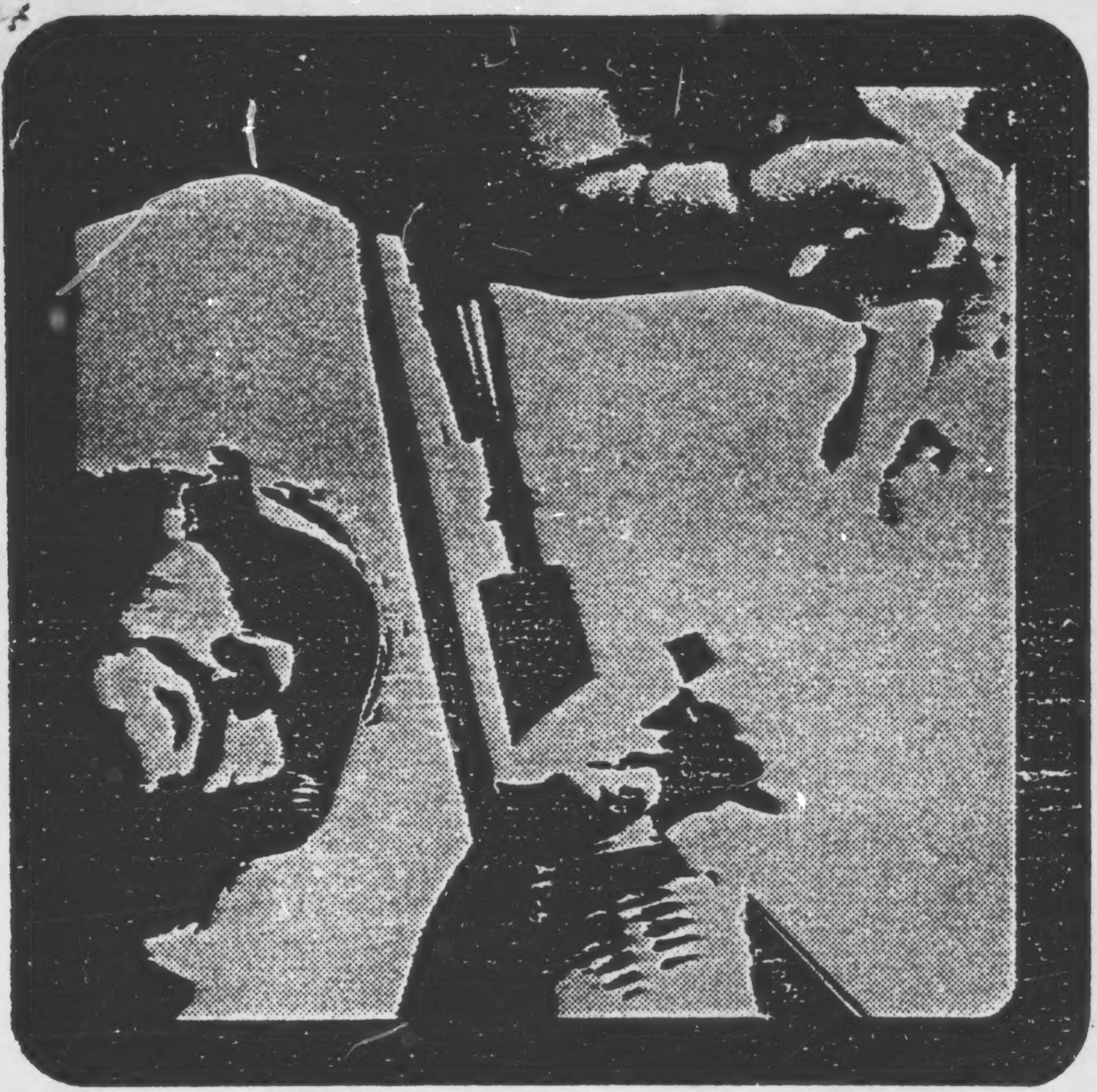
DO: DO JOB STEP 21.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 22. RETURN THE EQUIPMENT TO THE STORAGE AREA AND CLEAN IT.

DO: DO JOB STEP 22.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THE CARPET AND EQUIPMENT.



building maintenance & engineering

unit: CARPET CARE

capital area career center

module: 2201 05 002 1 date: 12-6-76 level: 2

skill title: SHAMPOOING A CARPET WITH ROTARY MACHINE.

developed & written by: DWIGHT SMITH

visuals by:

WORD GUIDE

PILE - YARNS OF A CARPET.

ROTARY SHAMPOO TANK - IT HOLDS THE CLEANING SOLUTION FOR SHAMPOOING A CARPET.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO SHAMPOO A CARPET USING A ROTARY SHAMPOO MACHINE.

WHAT YOU WILL NEED:

ROTARY SHAMPOO MACHINE

SHAMPOO

WET VACUUM

CARPET SPOT REMOVER

UPRIGHT VACUUM CLEANER

10-2" x 2" PLASTIC OR CARDBOARD SQUARES

WHAT YOU MUST DO:

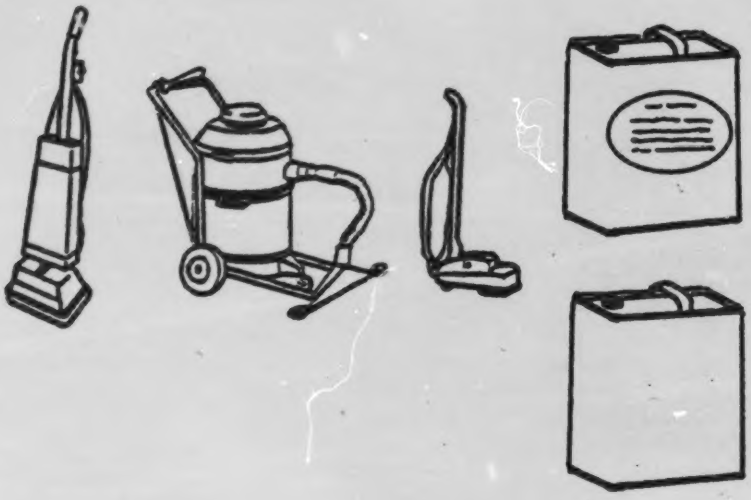
YOU HAVE CLEANED A CARPET, AND THE PILE IS ALL GOING THE SAME WAY.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET THE EQUIPMENT YOU WILL NEED. USE YOUR EQUIPMENT CHECKLIST FOR THE CARPET CARE UNIT.

LOOK:

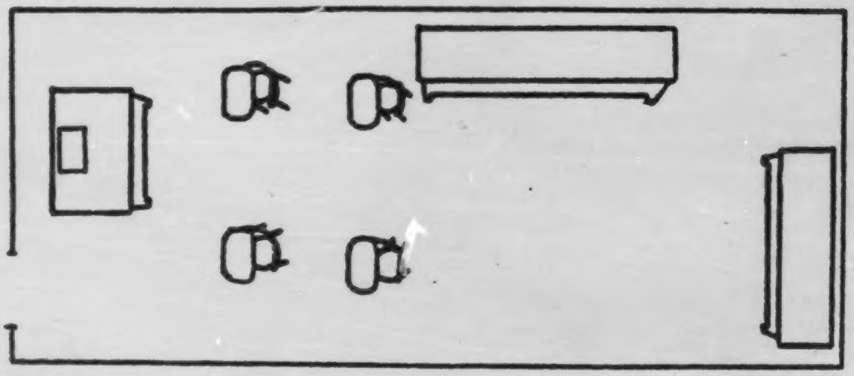


DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 2. MAKE A MOP OF THE AREA YOU WILL SHAMPOO.

LOOK:



DO: YOUR INSTRUCTOR WILL SHOW YOU WHAT PLACE TO MAKE A MAP OF.

CHECK: WHEN YOUR MAP IS DONE, SHOW IT TO YOUR INSTRUCTOR.

"TURN THE PAGE"

JOB STEPS

READ: 3. MOVE ALL THE FURNITURE OUT OF THE ROOM.

LOOK:

DO: DO JOB STEP 3.

READ: 4. VACUUM THE CARPET.

LOOK:

DO: DO JOB STEP 4. IF YOU DON'T KNOW HOW TO VACUUM, READ MODULE 2201 05 3 1.

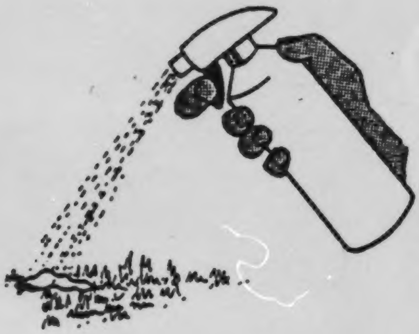
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 5. USE THE SPOT CLEANER ON ANY STAINS AND SPOTS YOU SEE.

LOOK:

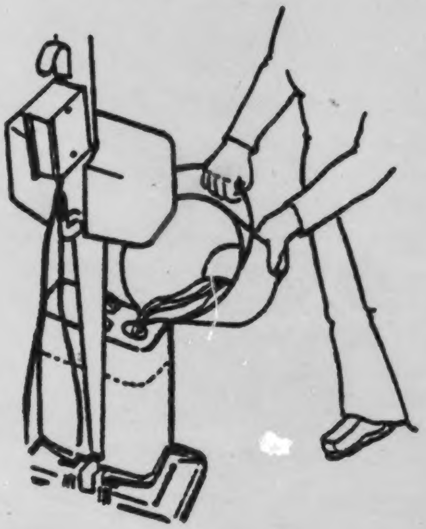


DO: DO JOB STEP 5. IF YOU DON'T KNOW HOW TO USE SPOT CLEANER, READ MODULE 2201 05 4 1.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 6. FILL THE ROTARY SHAMPOO TANK 3/4 FULL WITH WARM WATER.

LOOK:



DO: FILL THE TANK 3/4 FULL.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR TANK.

"TURN THE PAGE"

JOB STEPS

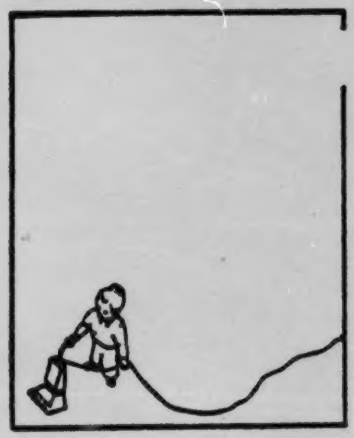
READ: 7. ADD THE SHAMPOO TO THE TANK. ASK YOUR INSTRUCTOR TO SHOW YOU HOW MUCH SHAMPOO TO USE.

LOOK:

DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 7.

READ: 8. MOVE THE MACHINE ON ITS WHEELS TO THE FURTHEST POINT FROM YOUR EXIT. PLUG IT IN.

LOOK:



DO: DO JOB STEP 8.

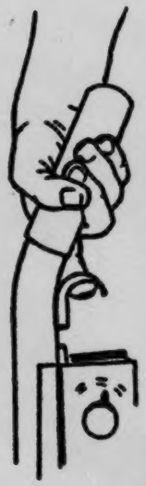
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 9. PULL UP AND LET GO OF THE SHAMPOO RELEASE HANDLE. TURN THE MACHINE ON.

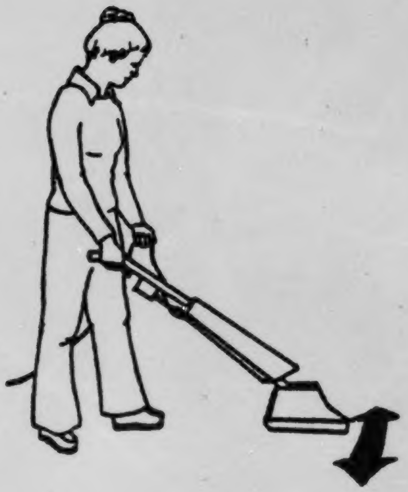
LOOK:



DO AND CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 9.

READ: 10. MOVE THE MACHINE FROM SIDE TO SIDE. PULL UP ON THE SHAMPOO RELEASE HANDLE WHEN YOU NEED MORE FOAM. DO NOT USE TOO MUCH FOAM.

LOOK:



DO: DO JOB STEP 10 UNTIL YOU HAVE SHAMPOOED THE WHOLE CARPET.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THE CARPET.

"TURN THE PAGE"

JOB STEPS

READ: 11. WET VACUUM THE CARPET.

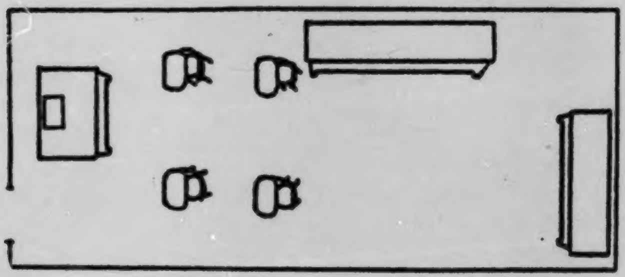
LOOK:

DO: DO JOB STEP 11 OVER THE WHOLE CARPET.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 12. RETURN THE FURNITURE TO THE CORRECT PLACE. USE YOUR MAP TO FIND THE CORRECT PLACES.

LOOK:



DO: DO JOB STEP 12.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 13. PUT PLASTIC OR CARDBOARD SQUARES UNDER THE LEGS OF THE FURNITURE. THIS STOPS RUST STAINS.

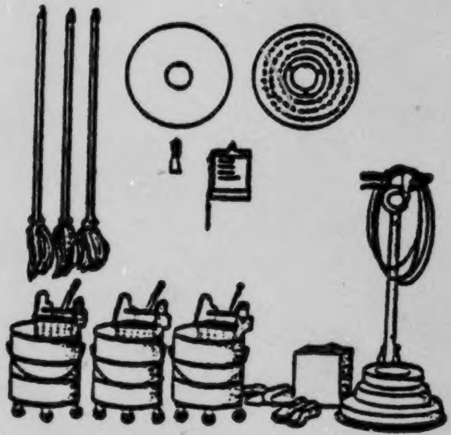
LOOK:

DO: DO JOB STEP 13.

CHECK: CHECK THEM ALL YOURSELF.

READ: 14. RETURN THE EQUIPMENT AND CLEAN IT.

LOOK:



DO: DO JOB STEP 15.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

building maintenance & engineering

unit: CARPET CARE

capital area career center

module: 2201 05 003 1 date: 12-6-76 level: 2

skill title: VACUUMING A CARPET

developed & written by: DWIGHT SMITH

visuals by: SANDRA STARNAMAN

5-3

WORD GUIDE

VACUUM - A CARPET SWEEPER MACHINE. 2

PILE - YARNS THAT MAKE UP A CARPET.

CARPET RAKE - A BRUSH USED TO RAISE THE PILE OF A CARPET.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO VACUUM A CARPET.

WHAT YOU WILL NEED:

UPRIGHT VACUUM CLEANER

CARPET RAKE

WHAT YOU MUST DO:

1. DO THE JOB STEPS FOR VACUUMING A CARPET.
2. VACUUM A CARPET SO THAT YOU CAN SEE NO DIRT.
3. RAKE ALL THE PILE THE SAME WAY.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET AN UPRIGHT VACUUM CLEANER.

LOOK:

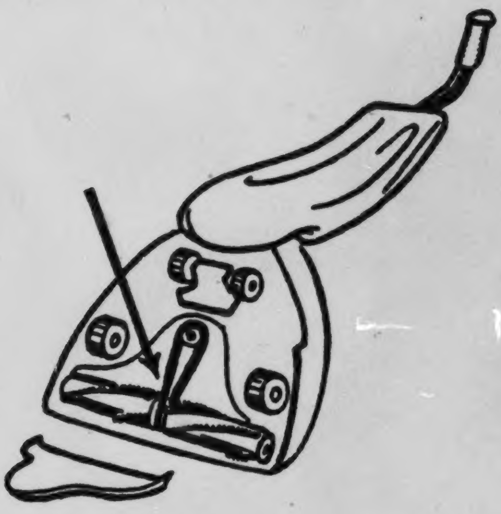
DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. CHECK THE VACUUM CLEANER.

1. BELT ON BRUSH MUST BE ON.
2. DIRT BAG MUST NOT BE FULL.
3. ELECTRIC CORD MUST NOT HAVE BARE WIRES OR CRACKS.

LOOK:



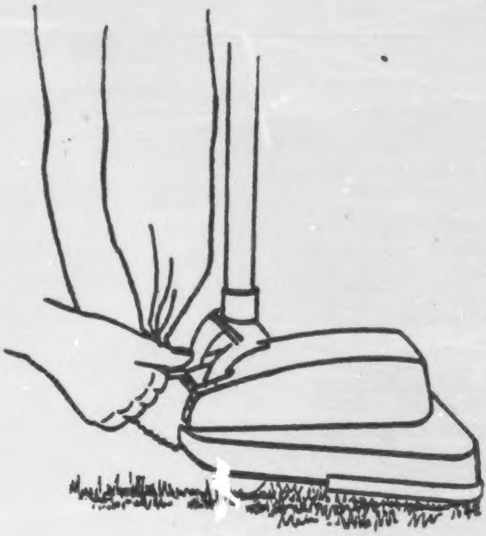
DO: Do JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THE VACUUM OVER WITH YOU.

JOB STEPS

READ: 3. TAKE THE VACUUM TO YOUR WORK AREA. ADJUST THE BRUSH HEIGHT.

LOOK:



DO: YOUR INSTRUCTOR WILL HELP YOU WITH JOB STEP 3 AND TELL YOU WHERE TO GO.

READ: 4. PLUG IN THE MACHINE AND TURN IT ON.

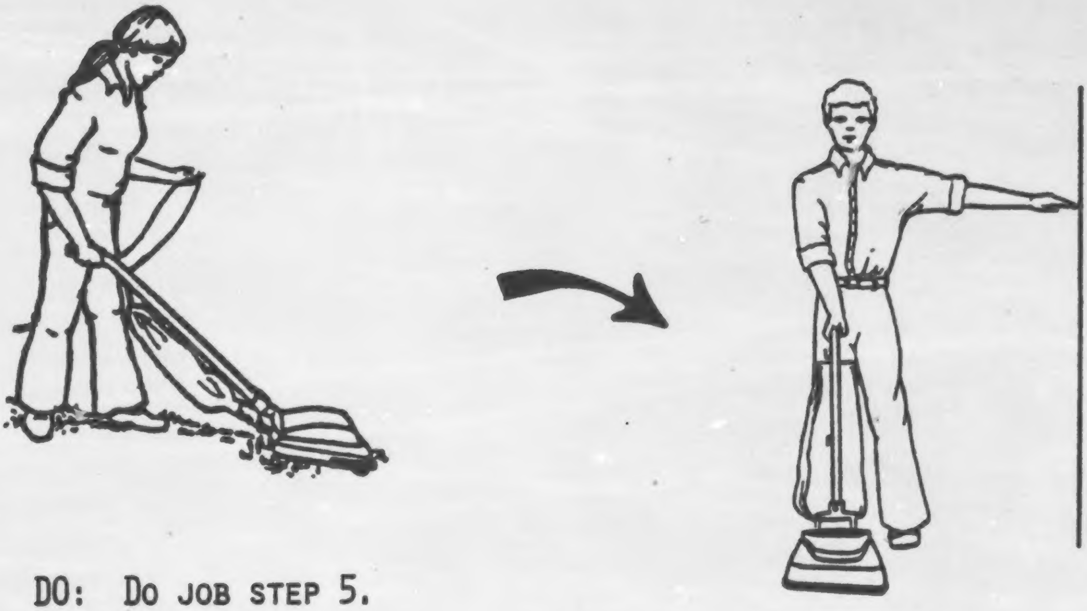
DO: DO JOB STEP 4.

"TURN THE PAGE"

READ: 5. START AT ONE CORNER OF THE ROOM.

1. HOLD THE CORD IN ONE HAND TO KEEP CORD OUT OF YOUR WAY.
2. PUSH THE VACUUM CLEANER WITH THE OTHER.
3. STAND ONE ARM'S LENGTH FROM THE WALL.

LOOK:

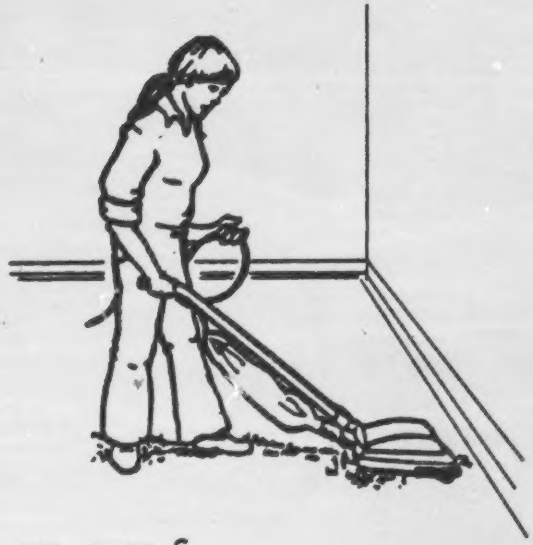


DO: Do JOB STEP 5.

"TURN THE PAGE"

READ: 6. PUSH THE VACUUM CLEANER TO THE WALL AND THEN PULL IT BACK.

LOOK:

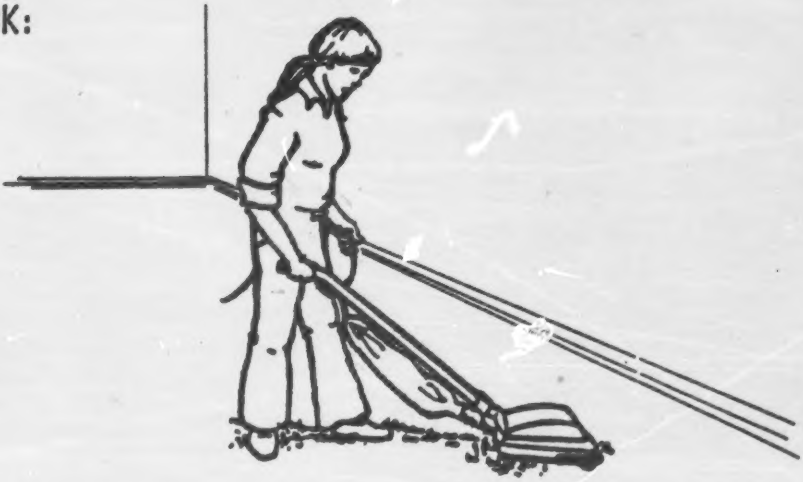


DO: DO JOB STEP 6.

CHECK: LOOK FOR ANY DIRT YOU MISSED.

READ: 7. PUSH THE VACUUM CLEANER TO THE WALL AT AN ANGLE. PULL IT BACK SO YOU MOVE OVER A FEW INCHES.

LOOK:



"TURN THE PAGE"

DO: DO JOB STEP 7.

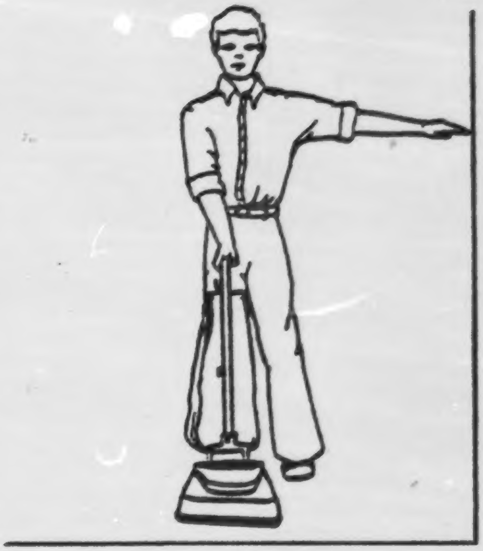
READ: 8. Repeat job step 7 until you have reached the other wall.

LOOK:

DO: Ask your instructor to watch as you do job step 8.

READ: 9. Step back one arm's length. Repeat job step 8 until you reach the wall you started at.

LOOK:



DO: Do job steps 8 and 9 until you vacuum the whole carpet.

CHECK: Ask your instructor to check your work.

"Turn the page"

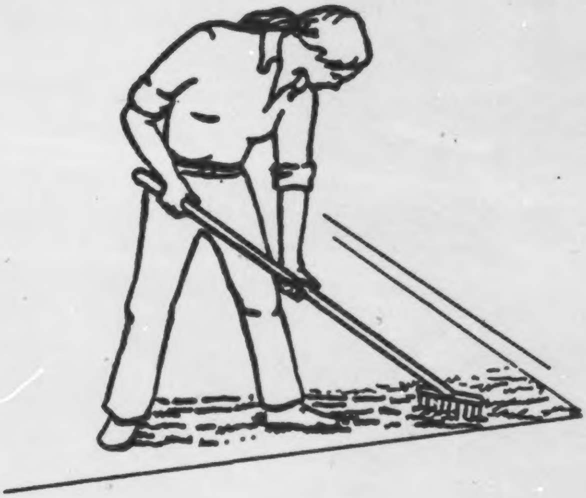
READ: 10. IF THE CARPET HAS HIGH PILE OR IS A SHAG RUG, GET A CARPET RAKE FROM THE STORAGE AREA.

LOOK:

DO: DO JOB STEP 10 IF THE CARPET IS SHAG OR HIGH PILE.

READ: 11. START AT THE FAR CORNER OF THE ROOM. RAKE THE PILE ALL THE SAME DIRECTION. MAKE THE PILE STAND UP.

LOOK:



DO: DO JOB STEP 11 UNTIL THE WHOLE ROOM IS RAKED AND YOU HAVE LEFT NO FOOT PRINTS.

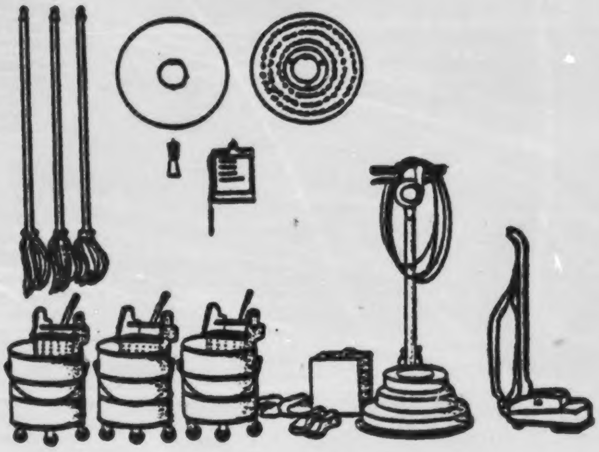
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 12. RETURN THE EQUIPMENT TO THE STORAGE AREA.

LOOK:



DO: Do JOB STEP 12.

building maintenance & engineering

unit: CARPET CARE

capital area career center

module: 2201 05 004 1 date: 12-07-76 level: 2

skill title: SPOT CLEANING A CARPET

developed & written by: DWIGHT SMITH

visuals by: SANDRA STARNAMAN

PERFORMANCE OBJECTIVE

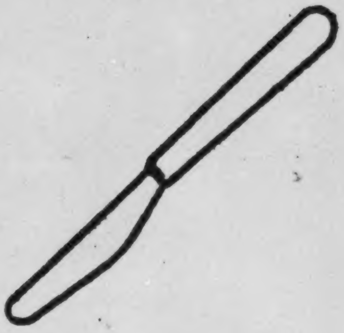
WHAT YOU WILL LEARN:

HOW TO SPOT CLEAN A CARPET.

WHAT YOU WILL NEED:

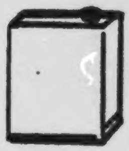
SOFT CLEAN CLOTH

STAIN REMOVER



DULL KNIFE

GUM REMOVER



DRY CLEANING STAIN REMOVER

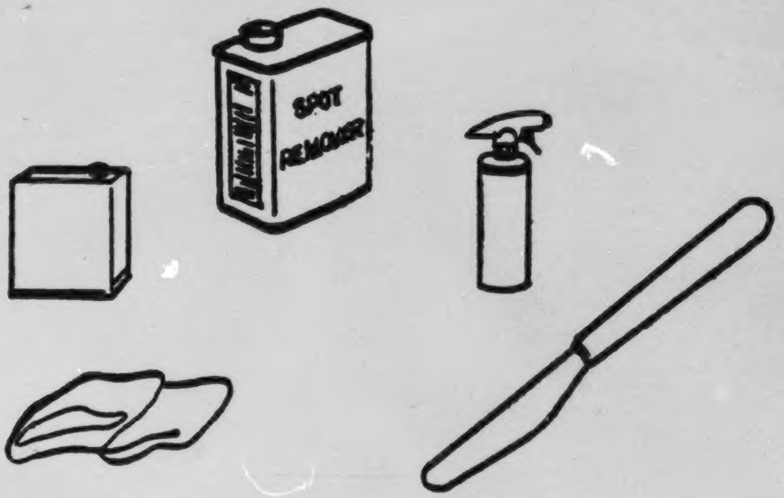
WHAT YOU MUST DO:

1. READ THIS MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS.

"TURN THE PAGE"

READ: 1. PICK UP THE EQUIPMENT LISTED ON PAGE 2.

LOOK:

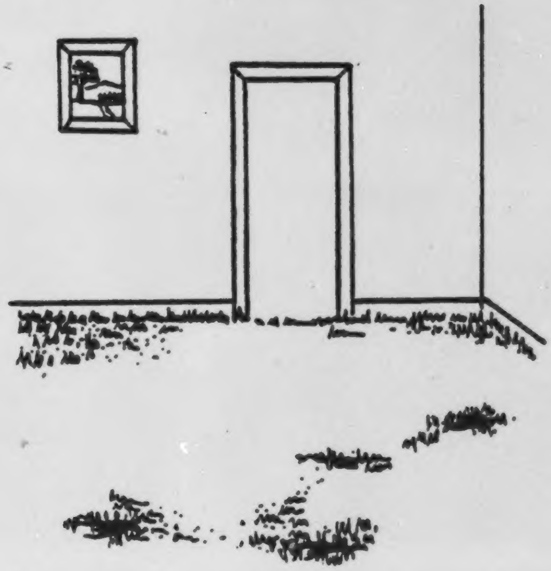


DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO CHECK IF YOU HAVE ALL THE EQUIPMENT. HE/SHE WILL TELL YOU WHERE TO GO.

READ: 2. FIND THE STAIN. FIND OUT WHAT KIND IT IS.

LOOK:



DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU FIND OUT WHAT KIND OF STAIN IT IS.

"TURN THE PAGE"

READ: 3. CHOOSE THE KIND OF CLEANER THAT IS RIGHT FOR THE STAIN.

DO: DO JOB STEP 3.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 4. FIND A PLACE TO TEST THE CLEANER. IT MUST BE OUT OF THE WAY.

LOOK:

DO: DO JOB STEP 4.

"TURN THE PAGE"

JOB STEPS

READ: 5. TEST A SMALL AMOUNT OF THE CLEANER. IF THE CLEANER DID NOT HURT THE CARPET, IT CAN BE USED ON THE STAIN.

DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU WORK.

READ: 6. SCRAPE OFF ANY EXCESS FROM THE STAIN. PUT THE CLEANER TO THE STAIN.

LOOK:

DO: DO JOB STEP 6.

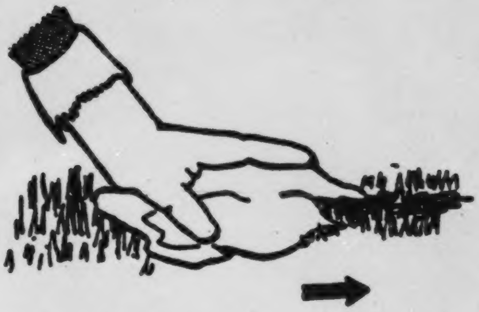
CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU USE THE CLEANER.

"TURN THE PAGE"

JOB STEPS

READ: 7. Wipe towards the center of the stain with your clean cloth.

LOOK:



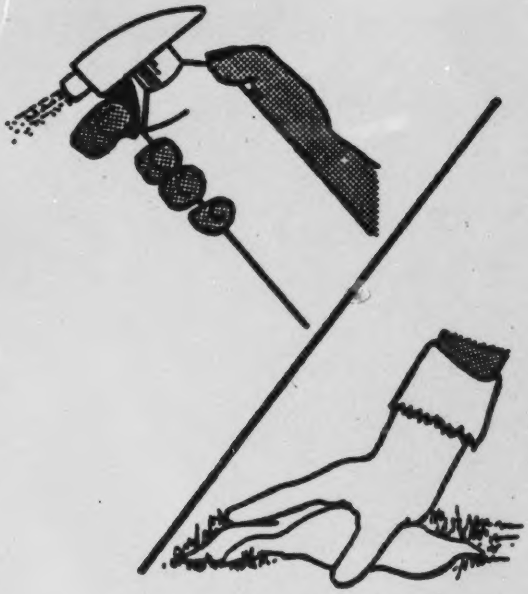
DO: Do job step 7.

CHECK: Your instructor will check your work.

"Turn The Page"

READ: 8. REPEAT JOB STEPS 6 AND 7 UNTIL YOU CANNOT SEE THE STAIN.

LOOK:



DO: DO JOB STEP 8.

CHECK: WHEN THE STAIN IS GONE, ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 9. RETURN THE EQUIPMENT TO THE STORAGE AREA.

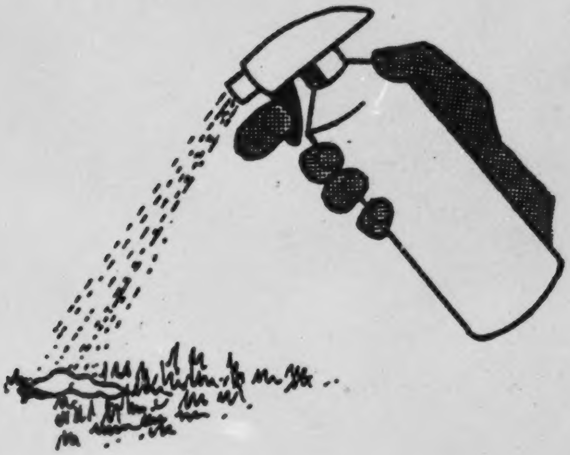
DO AND CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

GUM

READ: 1. Spray the gum with remover.

LOOK:



DO: Do job step 1.

"Turn The Page"

READ: 2. SCRAPE THE GUM WITH A DULL KNIFE.

LOOK:

DO: DO JOB STEP 2.

READ: 3. REPEAT JOB STEPS 1 AND 2 UNTIL THE GUM IS GONE.

DO: DO JOB STEP 3.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

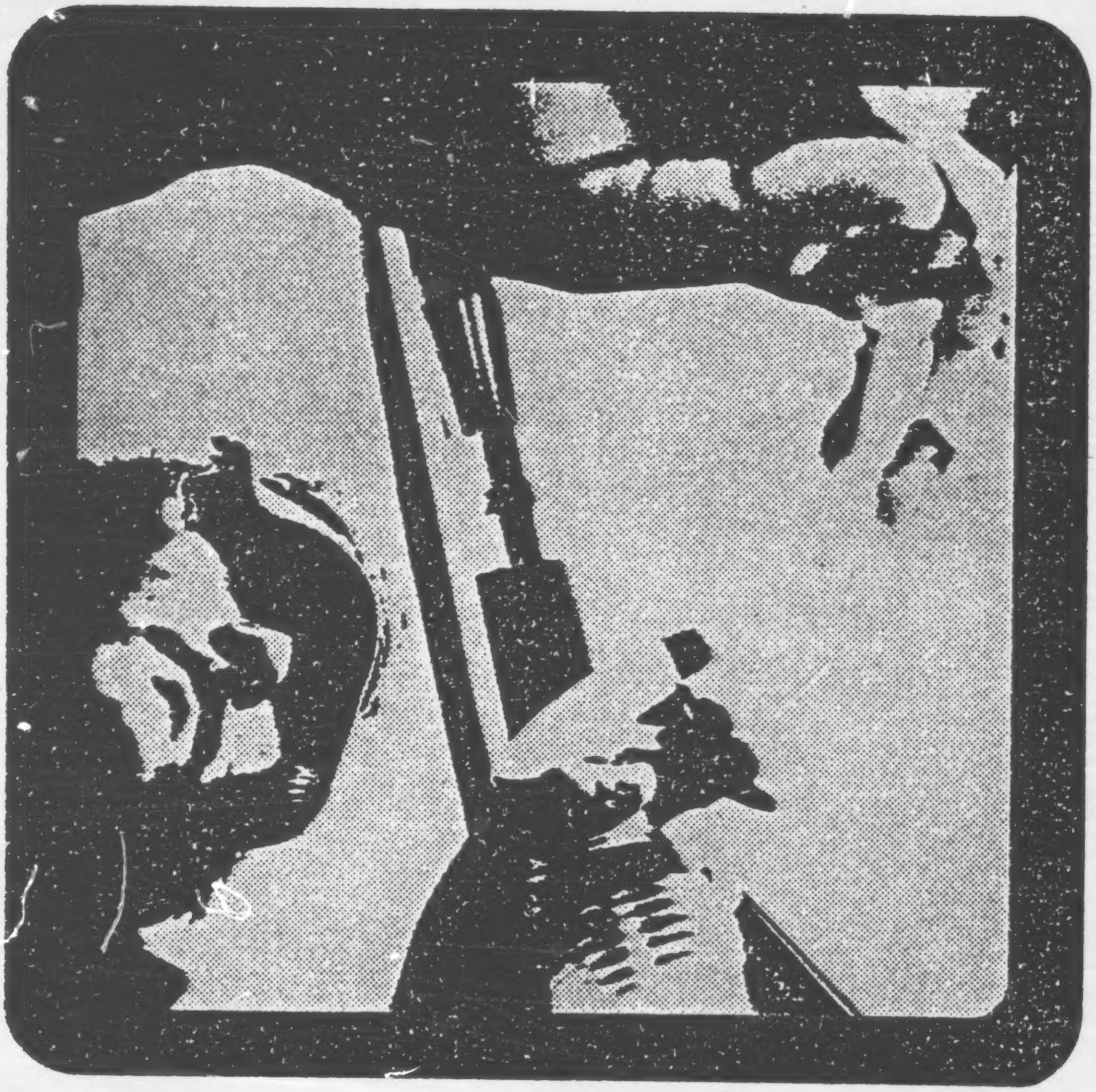
"TURN THE PAGE"

READAD: 4. RETURN THE EQUIPMENT TO THE STORAGE AREA.

LOOK:

DO: DO JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.



building maintenance & engineering

unit: CARPET CARE

capital area career center

module: 2201 05 005 1 **date:** 12-6-76 **level:** 2

skill title: CARPET CLEANING WITH CARPET SHEEN

developed & written by: DWIGHT SMITH

visuals by: BILL DRAPER

WORD GUIDE

FLOOR MACHINE - BUFFING MACHINE

CARPET SHEEN - A KIND OF CARPET CLEANER

PRESSURE SPRAYER - MACHINE THAT SPRAYS CARPET CLEANER

SPECIAL DRIVE BLOCK - USED ON FLOOR MACHINE FOR CARPETS

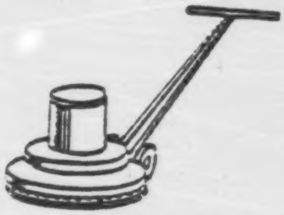
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

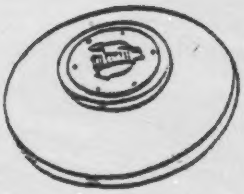
HOW TO CLEAN A CARPET WITH CARPET SHEEN.

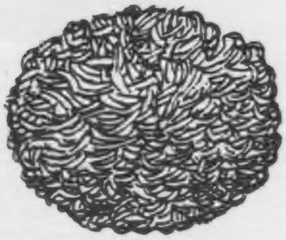
WHAT YOU WILL NEED:

UPRIGHT VACUUM CLEANER


ROTARY FLOOR MACHINE

2 1/2 GALLON PRESSURE SPRAYER

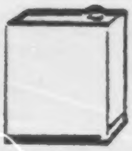

SPECIAL DRIVE BLOCK


CARPET PAD

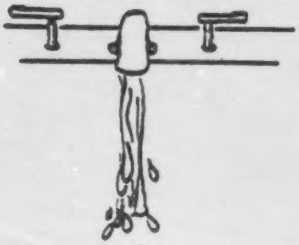
PAIL

WRINGER

SMALL MOP


CARPET SHEEN

PENCIL AND PAPER


WATER

WHAT YOU MUST DO:

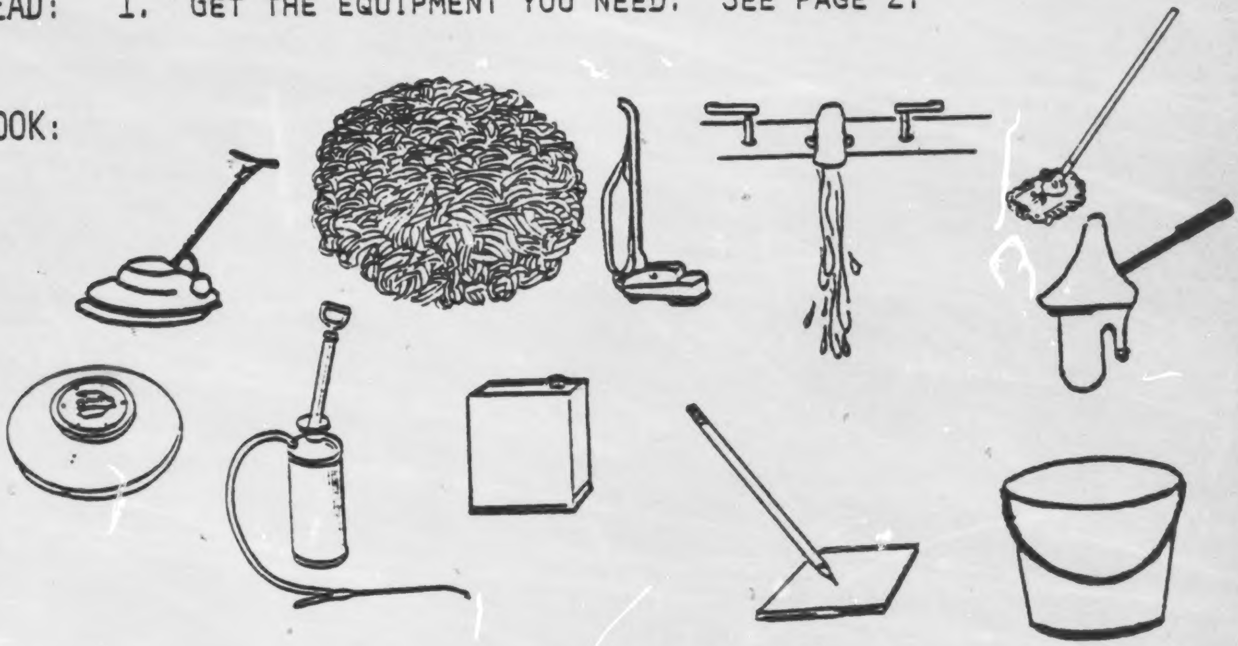
1. READ THE JOB STEPS.
2. GET THE EQUIPMENT.
3. CLEAN THE CARPET.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET THE EQUIPMENT YOU NEED. SEE PAGE 2.

LOOK:



DO: DO JOB STEP 1.

CHECK: CHECK THE EQUIPMENT YOU GOT. IT MUST MATCH THE PICTURE ABOVE. ASK YOUR INSTRUCTOR TO CHECK YOUR EQUIPMENT.

READ: 2. TAKE THE EQUIPMENT TO THE AREA YOU WILL CLEAN. VACUUM THE CARPET AREA.

DO: DO JOB STEP 2. ASK YOUR INSTRUCTOR TO TELL YOU WHERE TO CLEAN.

"TURN THE PAGE"

READ: 3. MIX THE CORRECT AMOUNT OF CARPET SHEEN WITH THE RIGHT AMOUNT OF WATER. YOU WILL NEED YOUR INSTRUCTOR'S HELP TO DO THIS.

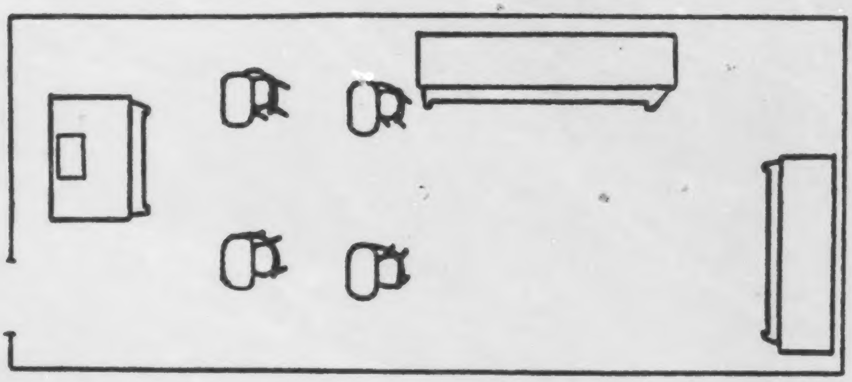
LOOK:

DO: DO JOB STEP 3.
ASK INSTRUCTOR FOR HELP.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 3.

READ: 4. MAKE A MAP OF THE FURNITURE IN THE CARPET AREA.

LOOK:



DO: MAKE A MAP.

"TURN THE PAGE"

CHECK: SHOW THE MAP TO YOUR INSTRUCTOR.

READ: 5. MOVE THE FURNITURE OUT OF THE AREA.

LOOK:

DO: DO JOB STEP 5.

CHECK: IS ALL THE FURNITURE OUT?

READ: 6. SPRAY ALL THE SPOTS AND STAINS WITH THE HAND SPRAYER.

LOOK:

DO: DO JOB STEP 6 ON ALL STAINS AND SPOTS.

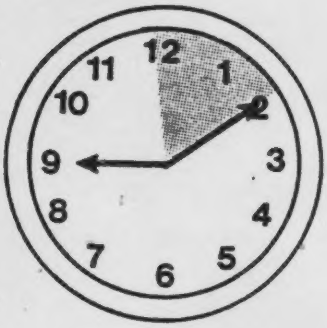
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READAD: 7. WAIT 10 MINUTES.

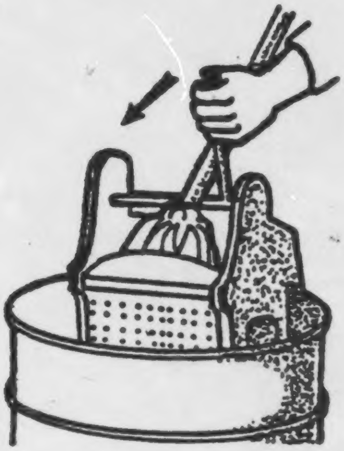
LOOK:



DO: DO JOB STEP 7.

READ: 8. DIP THE TIP OF THE MOP IN THE PAIL. WRING IT OUT ALL THE WAY.

LOOK:



DO: DO JOB STEP 8.

CHECK: TOUCH THE MOP. IT SHOULD BE ALMOST DRY.

"TURN THE PAGE"

READ: 9. MOP OVER THE STAINS AND SPOTS YOU SPRAYED. DO THE EDGES OF STAIN, THEN THE MIDDLE.

LOOK:

DO: DO JOB STEP 9.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 10. REPEAT JOB STEPS 6, 7, 8, AND 9 UNTIL THE SPOTS ARE ALL CLEAN.

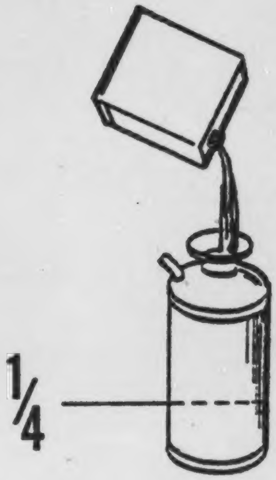
DO: DO JOB STEP 10.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 11. FILL THE TANK OF THE PRESSURE SPRAYER 1/4 FULL WITH CARPET SHEEN.

LOOK:



DO: Do JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 11.

READ: 12. FILL THE TANK WITH COLD WATER AND SHAKE WELL.

LOOK:

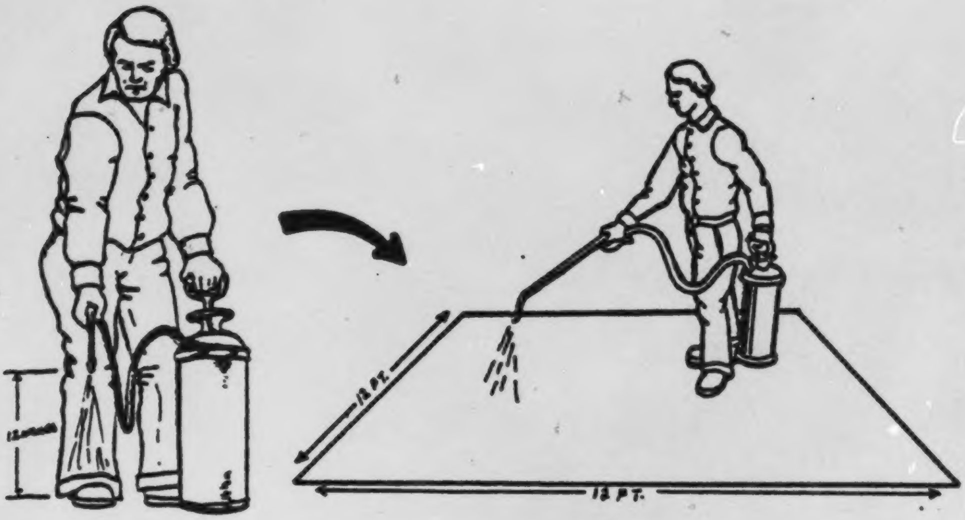
DO: Do JOB STEP 12.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 12.

"TURN THE PAGE"

READ: 13. Hold the sprayer nozzle 12 inches from the carpet. Spray a 12 ft. x 12 ft. area. Do not wet.

LOOK:



DO: Do job step 13.

READ: 14. For bad stains, hold the sprayer nozzle 1 inch from carpet.

LOOK:

DO: Job step 14.

CHECK: Ask your instructor to check your work.

"Turn the page"

READ: 15. WAIT 10 MINUTES.

LOOK:

DO: DO JOB STEP 15.

READ: 16. PUT THE CARPET PAD IN THE PAIL OF COLD WATER.

LOOK:

DO: DO JOB STEP 16.

"TURN THE PAGE"

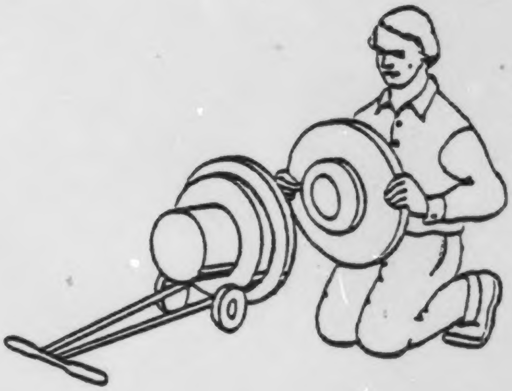
READ: 17. WRING THE CARPET PAD OUT. PUT IT ON THE CARPET.

LOOK:

DO: DO JOB STEP 17.

READ: 18. PUT THE SPECIAL DRIVE BLOCK ON THE ROTARY FLOOR MACHINE.

LOOK:



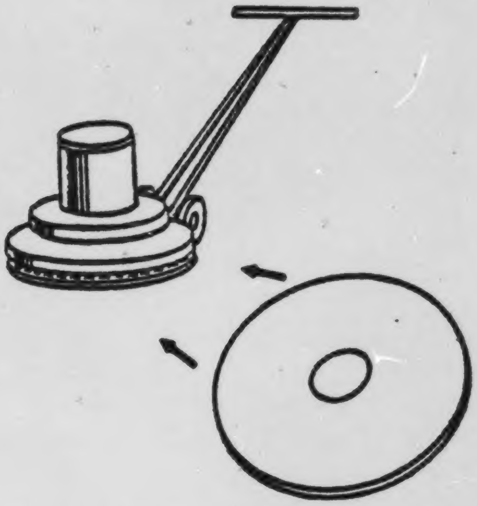
DO: DO JOB STEP 18.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 19. PUT THE ROTARY FLOOR MACHINE ON THE CARPET PAD.

LOOK:



DO: DO JOB STEP 19.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 20. TURN ON THE MACHINE. MOVE THE MACHINE OVER THE AREA YOU SPRAYED WITH CLEANER. GO OVER EACH AREA 2 TIMES.

LOOK:

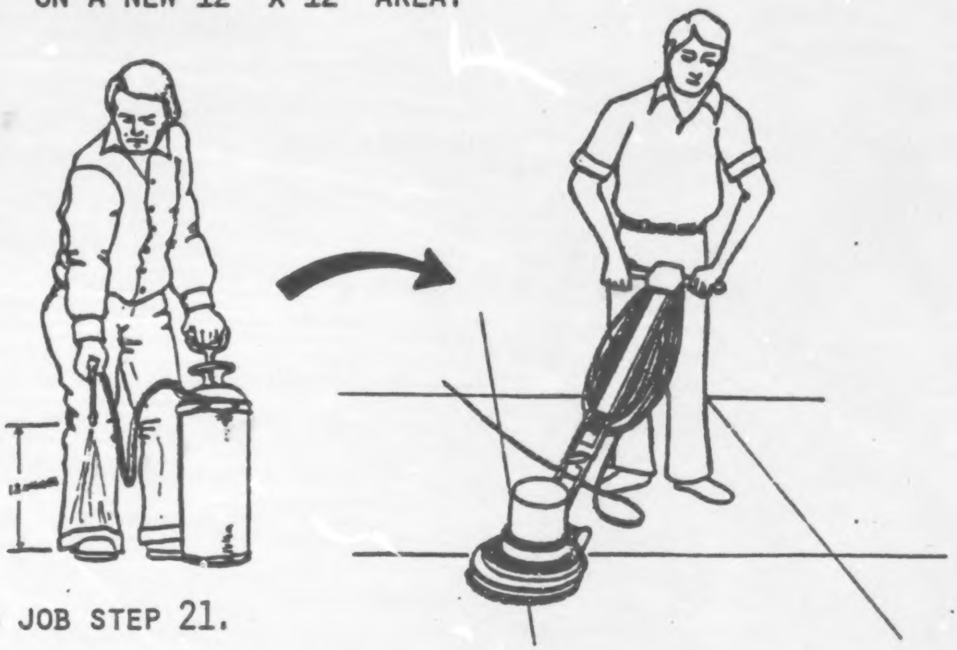
DO: DO JOB STEP 20.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 21. REPEAT JOB STEPS 13, 14, 15, 16, 17, 18, AND 19 ON A NEW 12′ x 12′ AREA.

LOOK:



DO: DO JOB STEP 21.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 22. DO JOB STEP 21 UNTIL THE CARPET IS ALL CLEAN.

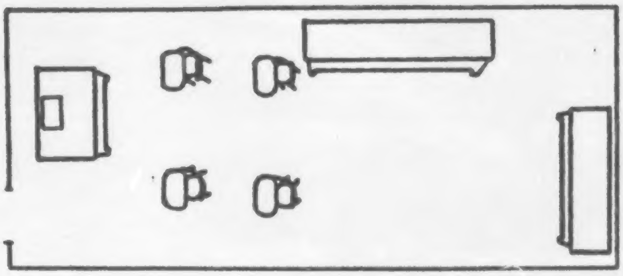
LOOK:

DO: DO JOB STEP 21 UNTIL THE CARPET IS CLEAN.

CHECK: MAKE SURE YOU DID NOT MISS ANY SPOTS. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK. "TURN THE PAGE"

READ: 23. PUT THE FURNITURE BACK IN THE RIGHT PLACE.

LOOK:

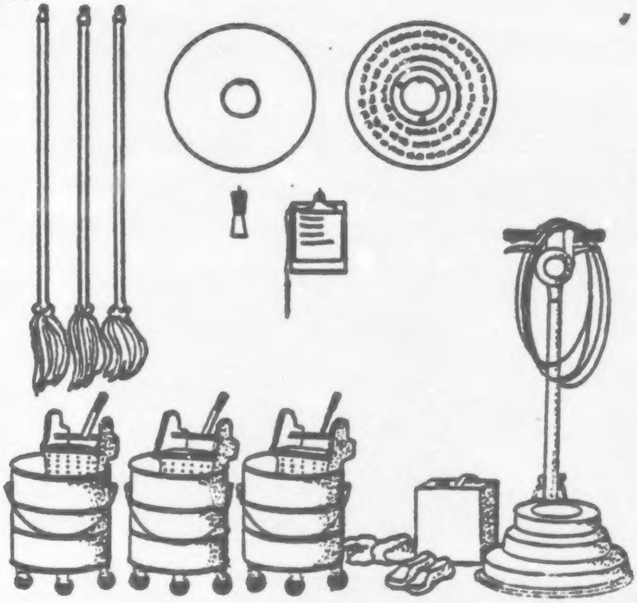


DO: DO JOB STEP 23.

CHECK: USE YOUR MAP TO FIND THE RIGHT PLACE FOR EACH ITEM.

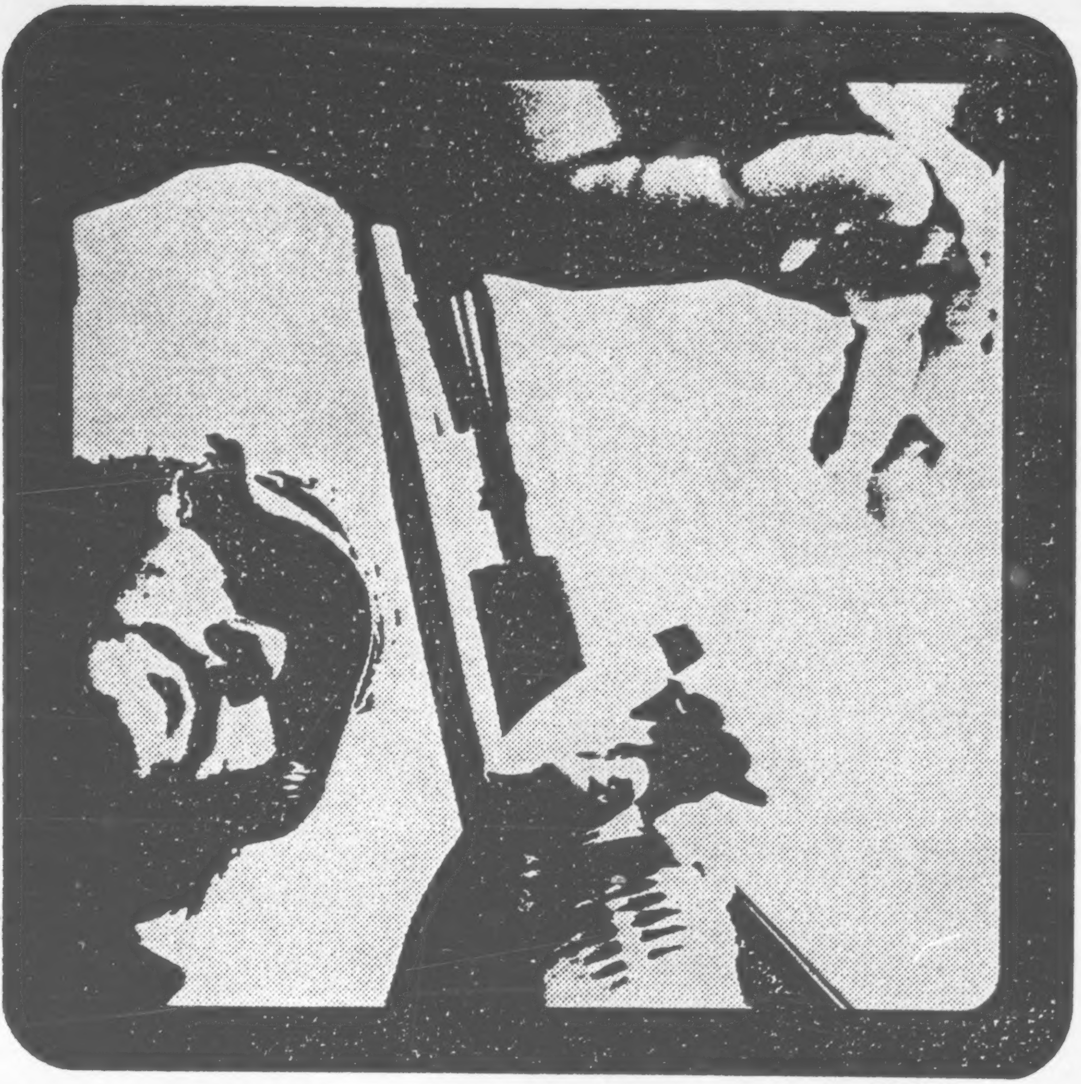
READ: 24. CLEAN ALL THE EQUIPMENT AND RETURN IT TO THE STORAGE AREA.

LOOK:



DO: DO JOB STEP 24.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF ALL THE EQUIPMENT IS CLEAN AND RETURNED WHERE IT BELONGS.



building maintenance & engineering

unit: CARPET CARE

capital area career center

module: 2201 05 006 1 **date:** 12/6/76 **level:** 3

skill title: CARE OF CARPETS

developed & written by: DWIGHT SMITH

visuals by: SANDY STARNAMAN AND MARIE GOUGEON

PERFORMANCE OBJECTIVE

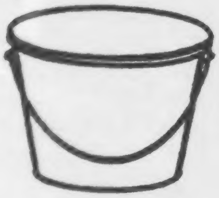
WHAT YOU WILL LEARN:

HOW TO CARE FOR A CARPET AREA FOR 1 WEEK.

WHAT YOU WILL NEED:

VACUUM CLEANER

MOP


PAIL

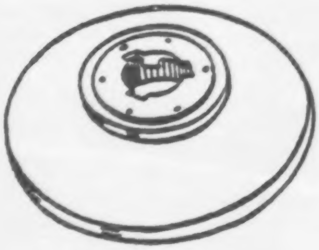
WRINGER

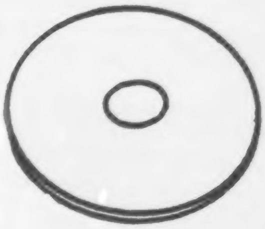
SPOT CLEANER

WET VACUUM CLEANER

SHAMPOO MACHINE

PRESSURE SPRAYER


SPECIAL DRIVE BLOCK


CARPET PAD

FLOOR MACHINE

SHORT BRISTLED BRUSH

WHAT YOU MUST DO:

1. READ THE JOB STEPS.
2. CHOOSE YOUR EQUIPMENT.
3. KEEP A CARPET AREA CLEAN FOR (1) ONE WEEK.

"TURN THE PAGE"

INFORMATION

WHAT WILL YOU DO?

CARE FOR A CARPET BY:

1. VACUUMING IT.
2. SPOT CLEANING IT.
3. SHAMPOOING IT.
4. VACUUMING IT AGAIN.

REVIEW MODULES YOU HAVE DONE:

2201 05 003	1	VACUUM CLEANING
2201 05 004	1	SPOT CLEANING
2201 05 001	1	DRY FOAM SHAMPOO
2201 05 005	1	CARPETSHEEN
2201 05 002	1	SHAMPOO WITH ROTARY MACHINE

WORD GUIDE

REFUSE - (REF-USE) DIRT, TRASH, JUNK AND ANYTHING YOU DON'T WANT.

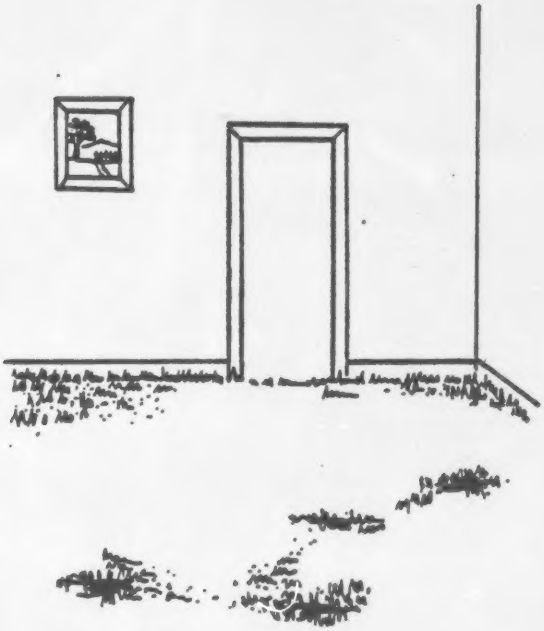
JOB STEPS

READ: 1. ASK YOUR INSTRUCTOR TO SHOW YOU WHERE YOU WILL CLEAN.

DO: Do JOB STEP 1.

READ: 2. INSPECT THE CARPET AREA. LOOK FOR SPOTS, STAINS, DIRT AND REFUSE.

LOOK:



DO: Do JOB STEP 2.

"TURN THE PAGE"

JOB STEPS

READ: 3. VACUUM THE CARPET AREA. BE SURE TO GET ALL THE DIRT YOU CAN SEE. (LIKE MODULE 2201 05 3 1).

LOOK:

DO: DO JOB STEP 3.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READAD: 4. Spot clean all spots, stains and dirty areas. (Like Module 2201 005 4 1).

LOOK:

DO: Do Job Step 4.

CHECK: Ask your instructor to check your work.

"Turn the page"

JOB STEPS

READAD: 5. SHAMPOO OR CLEAN THE CARPET AREA. (LIKE MODULE 2201 05 2 1 ROTARY MACHINE, DRY FOAM, CARPETSHEEN).

LOOK:

DO: ASK YOUR INSTRUCTOR WHAT METHOD IS BEST FOR THE CARPET. THEN DO JOB STEP 5.

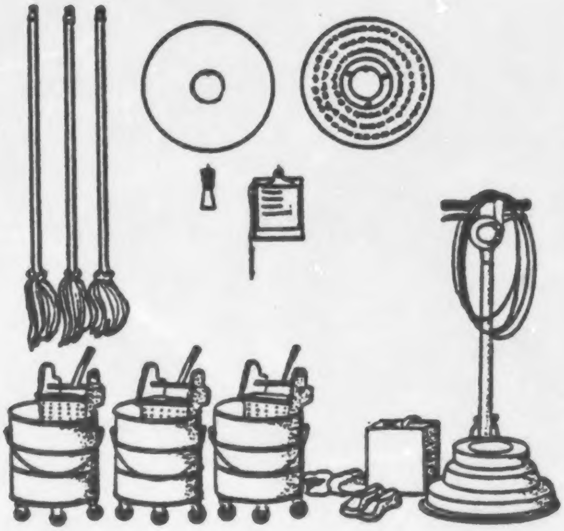
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK AFTER YOU HAVE DONE JOB STEP 5.

"TURN THE PAGE"

JOB STEPS

READ: 6. CLEAN AND RETURN EQUIPMENT IN STORAGE AREA.

LOOK:



DO: DO JOB STEP 6.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 7. Do all the Job Steps that you need to each day.

DO: If you are not sure which job step to do, ask your instructor what needs to be done to the carpet.

CHECK: Ask your instructor to check your work.

READ: 8. Each day check the boxes in the Performance Chart if you do a job.

LOOK:

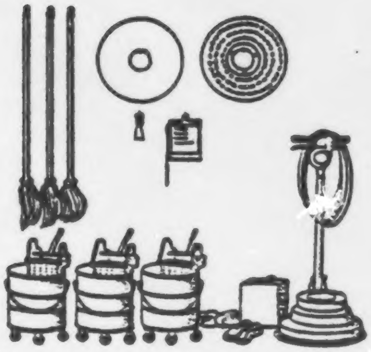
1	2	3	
X	X		
	X		
X			
		X	

DO AND CHECK : Do Job Step 8. Give the chart to your instructor.

"Turn the page"

READ: 9. CLEAN ALL THE EQUIPMENT YOU USE EACH DAY.
PUT IT BACK IN THE STORAGE AREA.

LOOK:



DO: DO JOB STEP 9 EVERY DAY.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

building maintenance & engineering

unit: Office Cleaning

capital area career center

module: 2201 06 001 1 **date:** 12-19-76 **level:** 1

skill title: Dusting

developed & written by: Dwight Smith

visuals by: Sandra Starnaman

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO DUST.

WHAT YOU WILL NEED:

WIPING CLOTHS

HAND DUSTER

VACUUM CLEANER

DUSTING SOLUTION AND GLASS CLEANER

WHAT YOU MUST DO:

1. READ THIS MODULE.
2. DO THE TASKS.
3. DUST AN AREA.

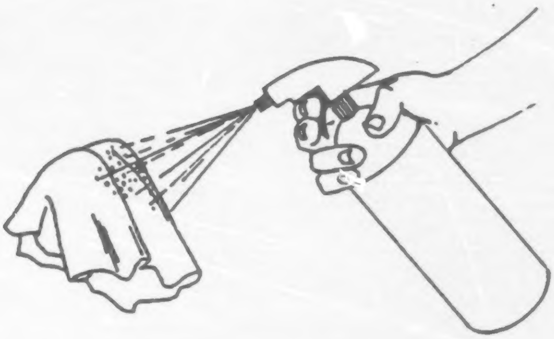
"TURN THE PAGE"

READ: 1. GET ALL YOUR EQUIPMENT. USE YOUR EQUIPMENT CHECKLIST TO BE SURE YOU HAVE EVERYTHING. IF NO VACUUM IS THERE, BRING A BENCH BRUSH.

DO: DO JOB STEP 1.

READ: 2. SPRAY WIPING CLOTHS WITH DUSTING SOLUTION.

LOOK:



CHECK: ASK YOUR INSTRUCTOR TO SHOW YOU HOW TO SPRAY CLOTHS.

READ: 3. TAKE EQUIPMENT TO THE WORK AREA.

DO: DO JOB STEP 3.
YOUR INSTRUCTOR
WILL TELL YOU
WHERE TO GO.

"TURN THE PAGE"

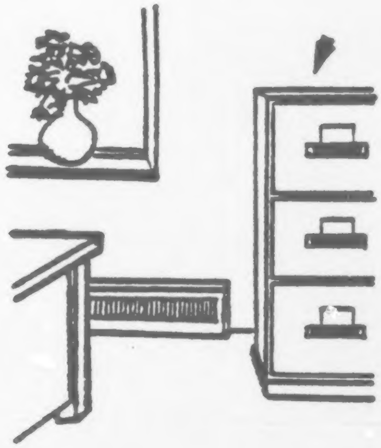
READ: 4. Use the vacuum cleaner to dust curtains. Start at the top and vacuum down to the bottom. Use the bench brush if there is no vacuum.

LOOK:

DO: Do job step 4.

READ: 5. Use your wiping cloths to dust all places that collect dust. Dust high places first.

LOOK:



DO: Do job step 5. "Turn the page"

CHECK: Ask your instructor to watch you dust.

READ: 6. ALWAYS DUST ALL PLACES IN THE AREA. BEGIN IN ONE CORNER AND DUST AROUND THE AREA UNTIL YOU GET BACK TO WHERE YOU STARTED.

LOOK:

DO: DO JOB STEP 6.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT THE AREA YOU HAVE DUSTED.

READ: 7. SHOW YOUR INSTRUCTOR ALL THE PLACES THAT YOU THINK SHOULD BE DUSTED.

DO: DO JOB STEP 7.

READ: 8. RETURN ALL EQUIPMENT TO THE STORAGE AREA. NEVER LEAVE ANY EQUIPMENT IN THE WORK AREA.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT YOUR WORK.

DO: DO JOB STEP 8.

building maintenance & engineering

unit: Office Cleaning

capital area career center

module: 2201 06 002 1 date: 12/19/76 level: 1

skill title: Cleaning Desktops

developed & written by: Dwight Smith

visuals by: Marie Gougeon and Sandy Starnaman

WORD GUIDE

POLISH - Used to make things shine.

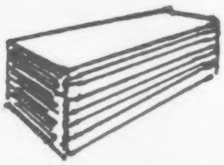
STREAKS - Long marks or lines.

PERFORMANCE OBJECTIVE

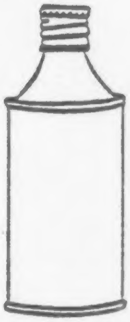
What you will learn:

How to clean a desk top.

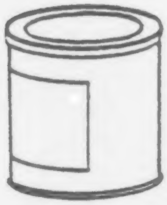
What you will need:



Wiping cloths



Glass cleaner



Furniture polish

Spray bottle

What you must do:

1. Read this module.
2. Do the tasks.
3. Clean a desk top so that no fingerprints, dust, or streaks are on it.

JOB STEPS

READ: When you clean a desk top, put all things back where you found them.

LOOK:

READ: 1. Get your equipment. Use your checklist to be sure that you have all things.

LOOK:

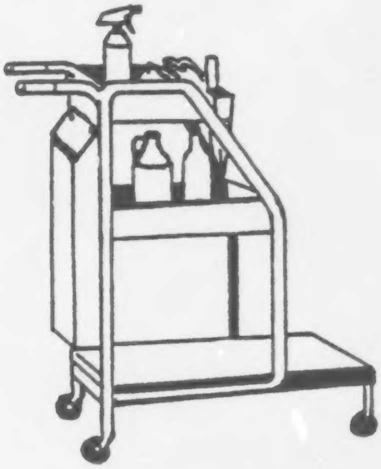
DO: Do job step 1.

"Turn the page"

JOB STEPS

READ: 2. PUT EQUIPMENT ON A CART OR IN A CARRIER.

LOOK:



DO: DO JOB STEP 2. YOUR INSTRUCTOR WILL TELL YOU WHERE TO TAKE YOUR EQUIPMENT.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT WHAT YOU HAVE DONE.

READ: 3. IF THE DESK HAS A GLASS OR HARD PLASTIC TOP, SPRAY A LITTLE GLASS CLEANER ON IT. IF DESK HAS A WOOD TOP, TURN TO JOB STEP 6.

LOOK:

DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 3.

"TURN THE PAGE"

JOB STEPS

READ: 4. WITH WIPING CLOTH, WIPE CLEAN.

LOOK:

DO: DO JOB STEP 4.

READ: 5. BE SURE TO WIPE UNDER ALL THINGS ON THE DESK. LIFT THE THING UP, WIPE THE DESK UNDER IT, THEN PUT THE THING BACK WHERE IT WAS.

LOOK:

DO: DO JOB STEP 5.

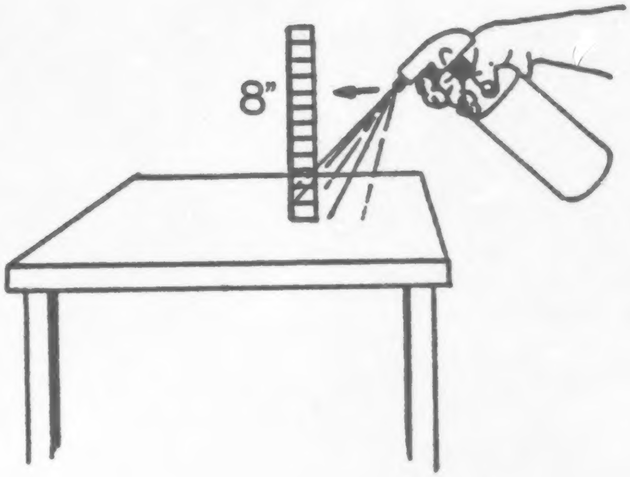
CHECK: ASK YOUR INSTRUCTOR TO LOOK AT THE DESK YOU HAVE WIPED. ASK HIM/HER IF YOU CAN TURN TO JOB STEP 9.

"TURN THE PAGE"

JOB STEPS

READ: 6. IF YOUR DESK HAS A WOOD TOP, SPRAY WITH FURNITURE POLISH. HOLD CAN 8 INCHES ABOVE THE DESK WHEN YOU SPRAY. SPRAY ONLY A LITTLE POLISH.

LOOK:



DO: DO JOB STEP 6 IF YOU HAVE A WOOD TOP DESK.

READ: 7. WIPE DESK WITH A SOFT, CLEAN CLOTH.

LOOK:

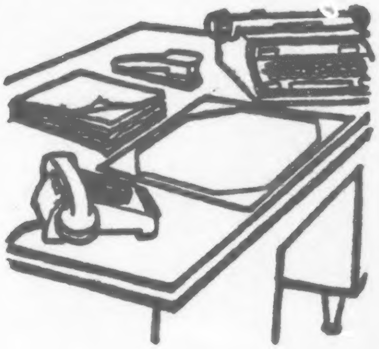
DO: DO JOB STEP 7.

"TURN THE PAGE"

JOB STEPS

READ: 8. ALSO WIPE UNDER THINGS ON THE DESK. LIFT THE THING UP, WIPE UNDER IT, THEN PUT THE THING BACK WHERE IT WAS.

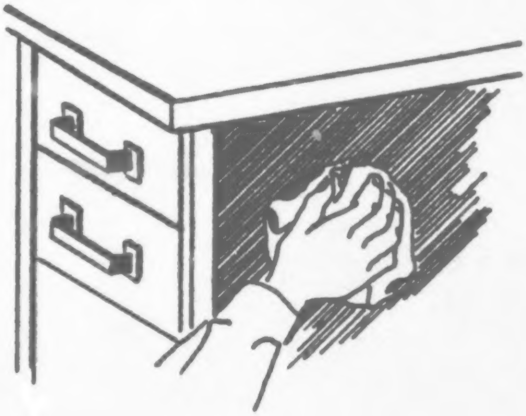
LOOK:



DO: DO JOB STEP 8.

READ: 9. WIPE ANY DUST OFF THE SIDE OF THE DESK.

LOOK:



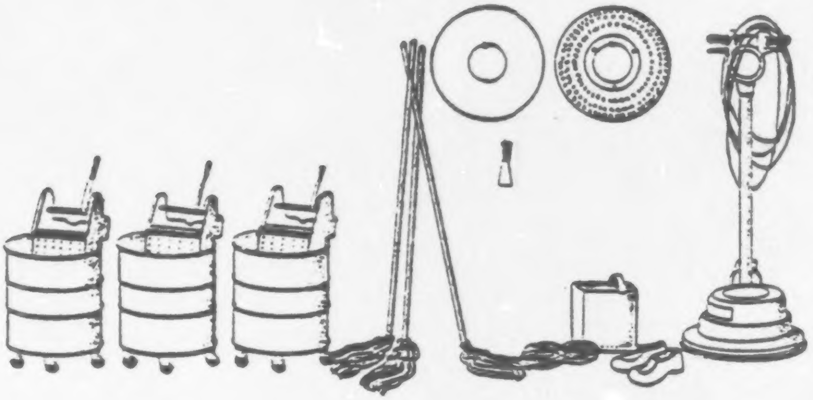
DO: DO JOB STEP 9.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT THE DESK YOU HAVE CLEANED.

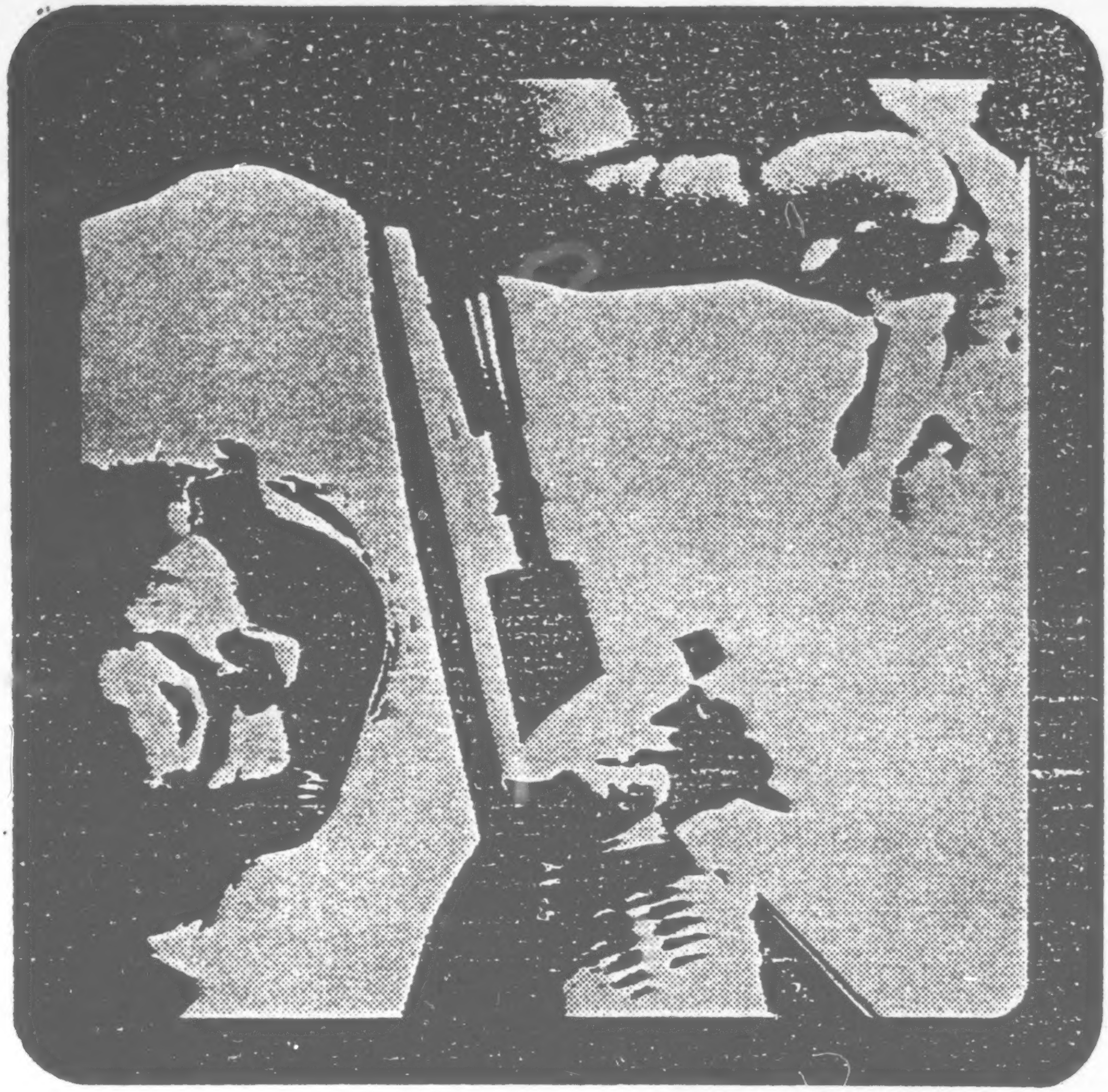
"TURN THE PAGE"

JOB STEPS

READ: 10. WHEN DONE, RETURN ALL EQUIPMENT. DO NOT LEAVE ANY EQUIPMENT IN THE OFFICE YOU CLEANED.



DO: DO JOB STEP 10.



building maintenance & engineering

unit: OFFICE CLEANING

capital area career center

module: 2201 06 003 1 **date:** 12-19-76 **level:** 2

skill title: COMPLETE CARE OF OFFICES

developed & written by: DWIGHT SMITH

visuals by: SANDRA STARNAMAN

WORD GUIDE

DETERGENT - LIQUID OR POWDER CELANING SOAP MIXED WITH WATER.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

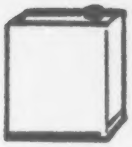
HOW TO CELAN OFFICES.

WHAT YOU WILL NEED:

FURNITURE POLISH

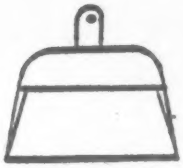
DUSTING BRUSH

WIPING CLOTHS



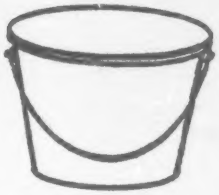
SPOT REMOVER

VACUUM CLEANER

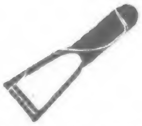


DUST PAN

BENCH BRUSH

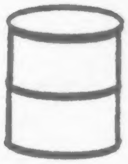


BUCKET



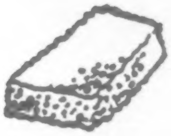
PUTTY KNIFE

EXTRA PLASTIC BACKET LINERS

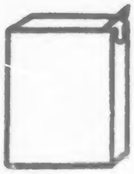


METAL CONTAINER FOR CIGARETTE BUTTS

DUST MOP



SPONGE



DETERGENT

"TURN THE PAGE"

WHAT YOU MUST DO:

1. READ THIS MODULE, AND WATCH THE SLIDE TAPE.
2. DO THE TASKS.
3. CLEAN AN OFFICE.

JOB STEPS

READ: 1. TAKE A LARGE TRASH BASKET TO THE OFFICE TO BE CLEANED. ALSO TAKE NEW PLASTIC LINERS FOR SMALL WASTE BASKETS.

LOOK:

DO: DO JOB STEP 1.

"TURN THE PAGE"

JOB STEPS

READ: 2. EMPTY WASTE BASKETS INTO YOUR LARGE TRASH BASKET. PUT NEW LINERS ON BASKETS, IF THE OLD LINER IS DIRTY.

LOOK:

DO: Do JOB STEP 2.

READ: 3. GET A METAL CAN FOR CIGARETTE BUTTS. ALSO TAKE A DAMP WIPING CLOTH.

LOOK:

DO: Do JOB STEP 3.

"TURN THE PAGE"

JOB STEPS

READ: 4. EMPTY DIRTY ASH TRAYS INTO YOUR METAL CAN. WIPE THE ASH TRAYS CLEAN WITH THE WIPING CLOTH.

LOOK:

DO: Do JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 5. GET ALL OTHER EQUIPMENT NEEDED TO CLEAN AN OFFICE. TAKE THE EQUIPMENT TO THE OFFICE YOU ARE CLEANING.

LOOK:

DO: Do JOB STEP 5.

CHECK: USE YOUR EQUIPMENT CHECKLIST FOR THE OFFICE CLEANING UNIT TO BE SURE THAT YOU HAVE EVERYTHING. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

READ: 6. DUST CURTAINS WITH THE VACUUM. START AT THE TOP.

LOOK:

DO: DO JOB STEP 6, AND ASK YOUR INSTRUCTOR TO WATCH.

READ: 7. VACUUM ALL CARPETS.

LOOK:

DO: DO JOB STEP 7.

"TURN THE PAGE"

JOB STEPS

READ: 8. DUST MOP ALL HARD FLOORS.

LOOK:

DO: Do JOB STEP 8.

READ: 9. PICK UP PILES OF DIRT WITH BENCH BRUSH AND DUST PAN.

LOOK:

DO: Do JOB STEP 9.

"TURN THE PAGE"

JOB STEPS

READ: 10. USE A PUTTY KNIFE TO PICK UP THINGS STICKING TO THE CARPET OR HARD FLOORS.

LOOK:

DO: DO JOB STEP 10.

READ: 11. USE THE SPOT REMOVER AND WIPING CLOTH TO REMOVE ANY STAINS IN THE CARPET.

LOOK:

DO: DO JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

WORD GUIDE

CABINETS - FURNITURE WITH BIG DRAWERS OR DOORS.

JOB STEPS

READ: 12. DUST ALL PLACES THAT COLLECT DUST ON WALLS, TABLES, CABINETS, DESKS, OR HEATER VENTS.

LOOK:

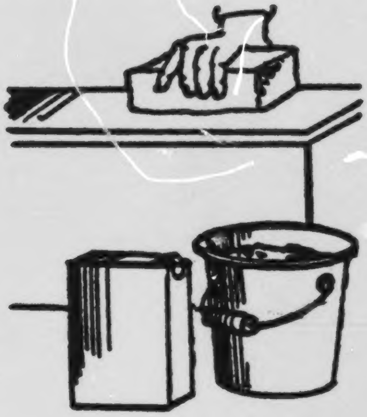
DO: DO JOB STEP 12.

"TURN THE PAGE"

JOB STEPS

READ: 13. USE SPONGE AND DETERGENT SOLUTION TO REMOVE HARD DIRT FROM WINDOW SILLS, TABLES, OR CABINETS.

LOOK:



DO: DO JOB STEP 13.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 14. POLISH DESK TOPS AND FURNITURE TOPS. BE SURE TO LEAVE ALL EQUIPMENT AND PAPERS LIKE YOU FOUND THEM.

LOCK:

DO: DO JOB STEP 14.

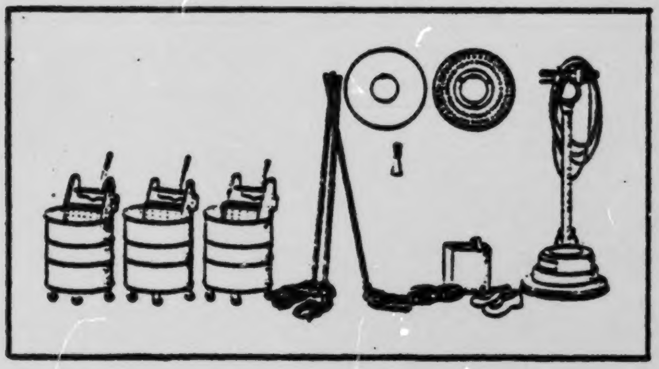
CHECK: ASK YOUR INSTRUCTOR TO CHECK ALL YOUR WORK IN THE OFFICE.

"TURN THE PAGE"

JOB STEPS

READ: 15. PUT ALL EQUIPMENT BACK IN THE STORAGE AREA. CLEAN THE EQUIPMENT.

LOOK:



DO: DO JOB STEP 15.

READ: 16. GO BACK TO THE OFFICE. BE SURE YOU HAVE LEFT NO CLEANING EQUIPMENT IN IT.

DO: DO JOB STEP 16.

READ: 17. IF NO ONE IS USING THE OFFICE, TURN OUT THE LIGHTS.

READ: 18. GET A NEW EQUIPMENT CHECKLIST FOR THIS MODULE (220106 3)

DO: DO JOB STEP 18.

READ: 19. CIRCLE ALL THE EQUIPMENT THAT YOU NEED TO CLEAN AN OFFICE.

DO: DO JOB STEP 19.

CHECK: WHEN YOU HAVE CIRCLED EVERYTHING YOU THINK YOU NEED, TAKE THIS CHECKLIST TO YOUR INSTRUCTOR.

building maintenance & engineering

unit: Exterior Maintenance

capital area career center

module: 2201 07 001 1 date: 5/77 level: _____

skill title: Removal Of Snow And Ice

developed & written by: Dwight Smith

visuals by: Bevan Suits

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO REMOVE SNOW AND ICE FROM WALKWAYS.

WHAT YOU WILL NEED:

SNOW AND/OR ICE COVERED WALKWAYS
SNOW SHOVEL
POWER SNOW-REMOVER
(SNOW-BLOWER, SNOWPLOW)
PROPER CLOTHING
  A. RUBBER BOOTS
  B. GLOVES AND HAT
  C. WINTER COAT

SAND OR SALT PELLETS
ICE SCRAPER
STREET BRUSH
PENCIL AND CHECKLIST

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. REMOVE ALL SNOW AND ICE FROM THE WALKWAYS.

INFORMATION

WHY DO WE REMOVE SNOW AND ICE FROM WALKWAYS?

BECAUSE PEOPLE CAN FALL AND HURT THEMSELVES ON SNOW OR ICE.

WHEN IT SNOWS, YOU SHOULD REMOVE THE SNOW AND ICE OFF THE WALKWAYS BEFORE PEOPLE WALK THERE.

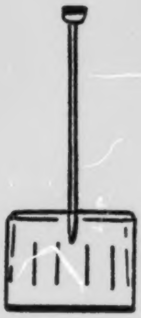
SPREAD SALT PELLETS OR SAND ON SPOTS OF ICE.

WHEN THE ICE MELTS, SWEEP UP THE SAND AND THROW IT IN A TRASH CAN. SAND WILL GET TRACKED INTO THE BUILDING, SO YOU WILL HAVE TO SWEEP IT UP AS SOON AS POSSIBLE.

JOB STEPS

READ: 1. GET THE EQUIPMENT AND SUPPLIES LISTED ON PAGE 2. USE THE CHECKLIST TO BE SURE YOU HAVE ALL EQUIPMENT.

LOOK:



DO: Do JOB STEP 1.

CHECK: CHECK YOUR CHECKLIST WITH THE PICTURE ABOVE.

"TURN THE PAGE"

JOB STEPS

READ:

2. FIRST, BEFORE PEOPLE ARRIVE, SHOVEL THE SNOW OFF SIDEWALKS. THEN, USE THE ICE SCRAPER ON ICE SPOTS.

CAUTION: CLEAN WALKWAYS CAREFULLY SO YOU CAN HELP PREVENT ACCIDENTS.

LOOK:

DO: DO JOB STEP 2.
YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

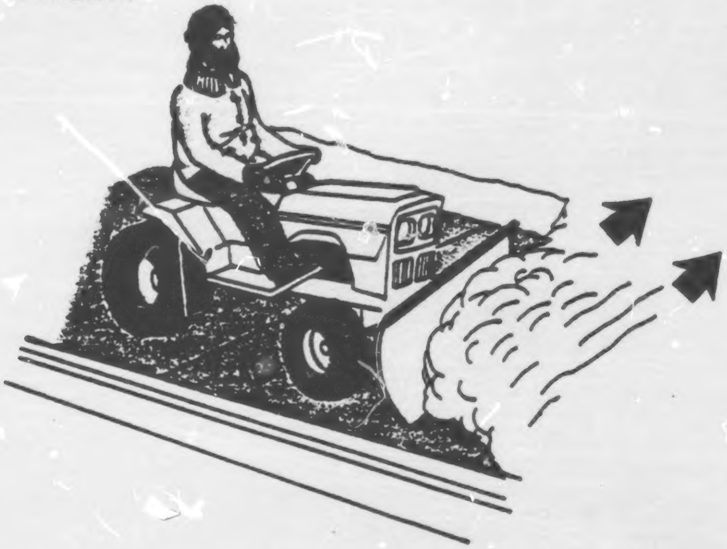
CAUTION: PUSH AND LIFT WITH YOUR LEGS. BE CAREFUL NOT TO STRAIN YOUR BACK.

"TURN THE PAGE"

JOB STEPS

READ: 3. IF YOU USE A SNOWPLOW OR SNOWBLOWER, PUSH THE SNOW ONTO A LAWN, NOT INTO THE STREET.

LOOK:



DO: DO JOB STEP 3 (IF YOU USE A SNOWPLOW OR SNOWBLOWER).

READ: 4. SPREAD SAND OR SALT PELLETS ON ALL ICY SPOTS.

LOOK:

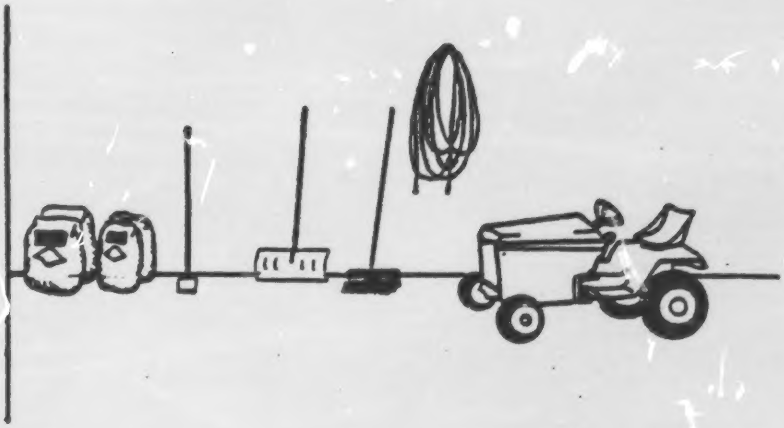
DO: DO JOB STEP 4. HAVE YOUR INSTRUCTOR CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 5. DRY ALL EQUIPMENT. PUT EQUIPMENT AND SUPPLIES AWAY IN THE RIGHT PLACES.

LOOK:



DO: Do JOB STEP 5.

READ: 6. CHECK THE ICY AREAS ON WHICH YOU HAVE SPREAD SAND OR SALT PELLETS. WHEN THE ICE MELTS, SHOVEL OR SCRAPE IT OFF.

LOOK:

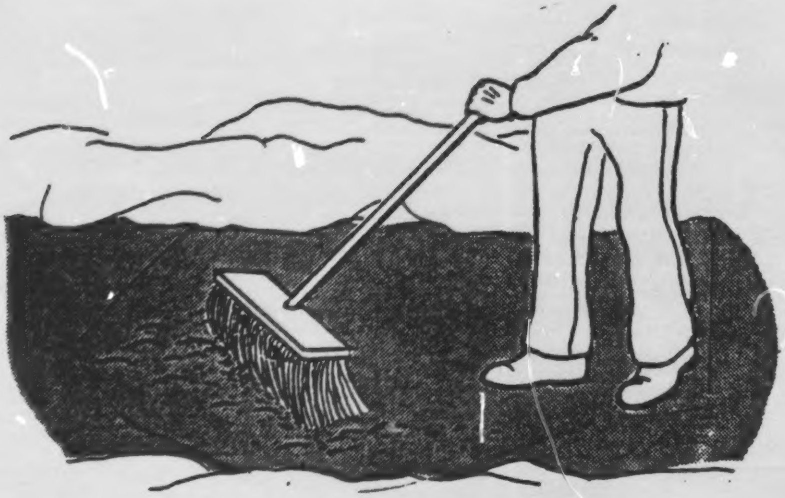
DO: Do JOB STEP 6.

"TURN THE PAGE"

JOB STEPS

READ: 7. IF YOU USED SAND ON THE ICE, USE THE STREET BRUSH TO SWEEP IT UP AFTER THE ICE MELTS. THEN, THROW THE SAND INTO A TRASH CONTAINER.

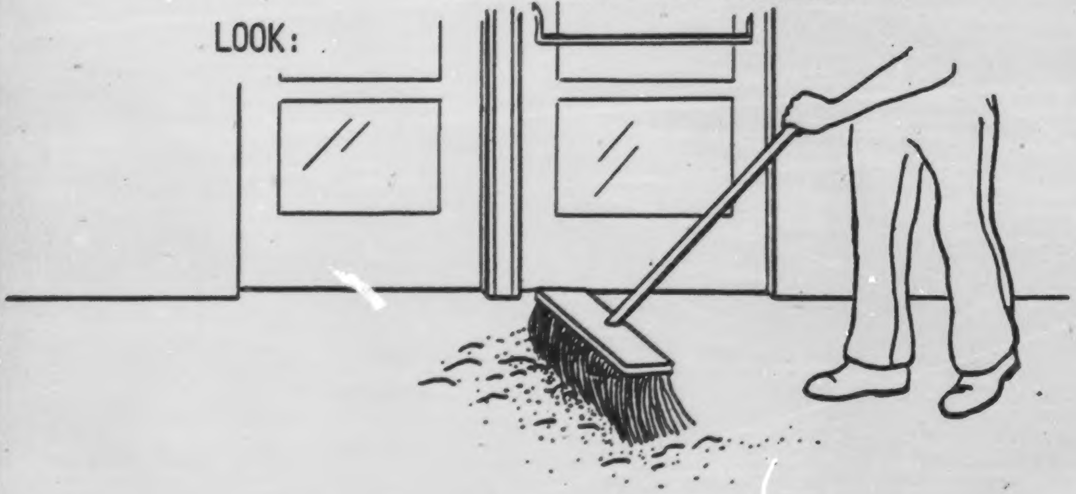
LOOK:



DO: Do JOB STEP 7.

READ: 8. IF ANY SAND HAS BEEN TRACKED INTO THE BUILDING, SWEEP IT UP AS SOON AS POSSIBLE.

LOOK:



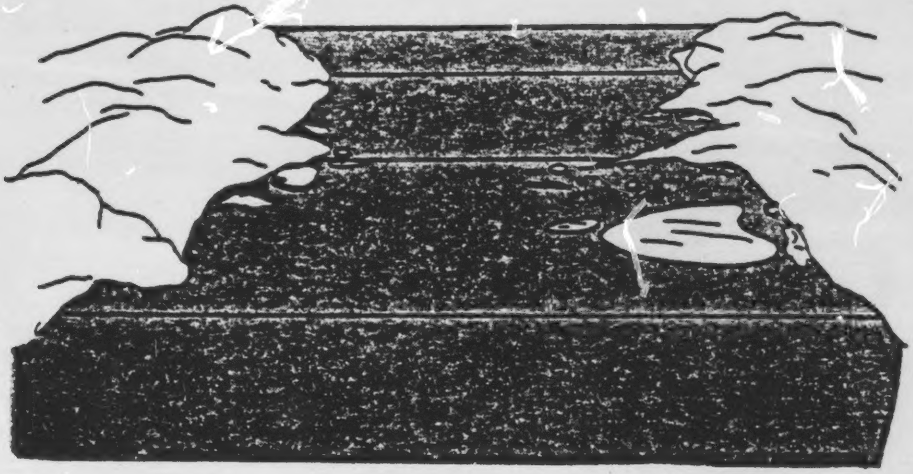
DO: Do JOB STEP 8.

"TURN THE PAGE"

JOB STEPS

READ: 9. ASK YOUR INSTRUCTOR TO CHECK YOUR WALKWAYS. YOUR INSTRUCTOR WILL CHECK FOR LEFTOVER SAND AND FOR SNOW AND ICE.

LOOK:



READ: 10. YOU HAVE REMOVED SNOW AND ICE. THIS HELPS MAKE YOUR AREA MUCH SAFER.

CHECK: HAVE YOUR INSTRUCTOR CHECK YOUR AREA.

building maintenance & engineering

unit: Exterior Grounds

capital area career center

module: 2201 07 002 1 **date:** 5/77 **level:**

skill title: Lawn Care - Shrubbery

developed & written by: Dwight Smith

visuals by: Bill Draper

WORD GUIDE

PRUNE - CUT EXTRA PLANT GROWTH AND SHAPE THE SHRUB.

CREOSOTE - A WOOD SAVER. IT IS STICKY, OILY, AND HAS A STRONG SMELL. IT KEEPS WATER AND BUGS FROM GETTING INTO PLANTS.

PERFORMANCE OBJECTIVE

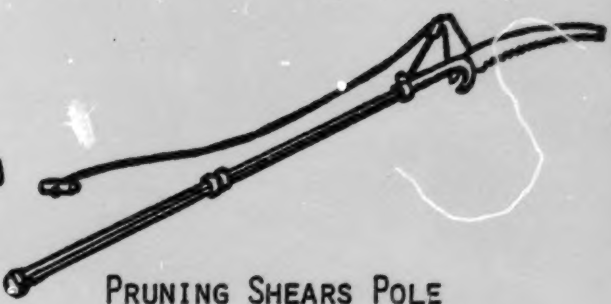
WHAT YOU WILL LEARN:

HOW TO PRUNE SHRUBS.

WHAT YOU WILL NEED:

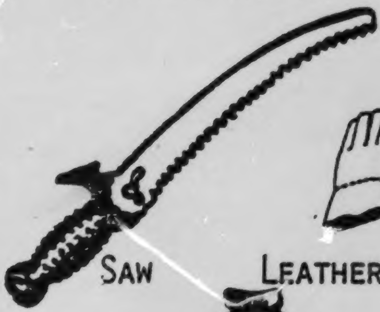
SHRUBS

PRUNING SHEARS



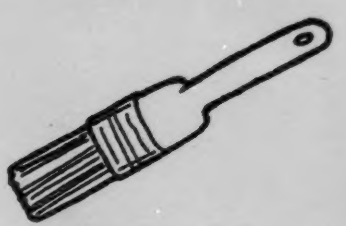
PRUNING SHEARS POLE

SHARP KNIFE



SAW

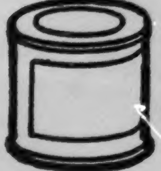
LEATHER GLOVES



1" PAINT BRUSH

TRASH CONTAINER

ALCOHOL



CREOSOTE OR OTHER COATING

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. PRUNE SHRUBS SO THAT THEY LOOK NATURAL AND COAT EACH CUT WITH A PROTECTIVE COATING.

JOB STEPS

READ: 1. GET THE EQUIPMENT AND GO TO THE WORK AREA.

LOOK:

DO: DO JOB STEP 1.

READ: 2. PRUNE OFF ALL DEAD BRANCHES, DYING BRANCHES, AND EXTRA GROWTH. BE SURE TO CUT CLEAN THROUGH.

NOTE: PRUNING WILL STRENGTHEN THE PLANT AND HELP IT GROW.

LOOK:

DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR PRUNING.

"TURN THE PAGE"

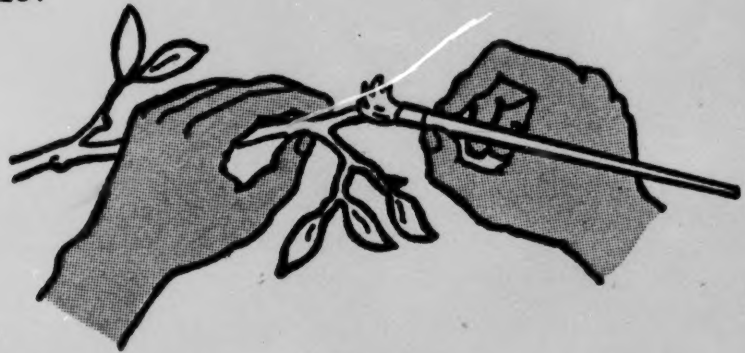
READ: 3. LOOK AT THE SHAPE OF THE SHRUB. CUT THE TIPS OF BRANCHES TO EVEN OUT THE SHAPE.

LOOK:

DO: DO JOB STEP 3.

READ: 4. COAT EACH CUT AREA WITH CREOSOTE OR OTHER COATING. BE SURE TO GET EVERY CUT. THIS COATING WILL KEEP BUGS AND WATER FROM GETTING INTO THE PLANT AND CAUSING DISEASES.

LOOK:



DO: DO JOB STEP 4.

"TURN THE PAGE"

READ: 5. AFTER EACH SHRUB, CLEAN OFF THE CUTTERS WITH ALCOHOL.

NOTE: THIS WILL KEEP DISEASE FROM SPREADING.

LOOK:

DO: DO JOB STEP 5 BEFORE GOING ON TO THE NEXT SHRUB.

READ: 6. PUT ALL CUTTINGS INTO THE TRASH CONTAINER.

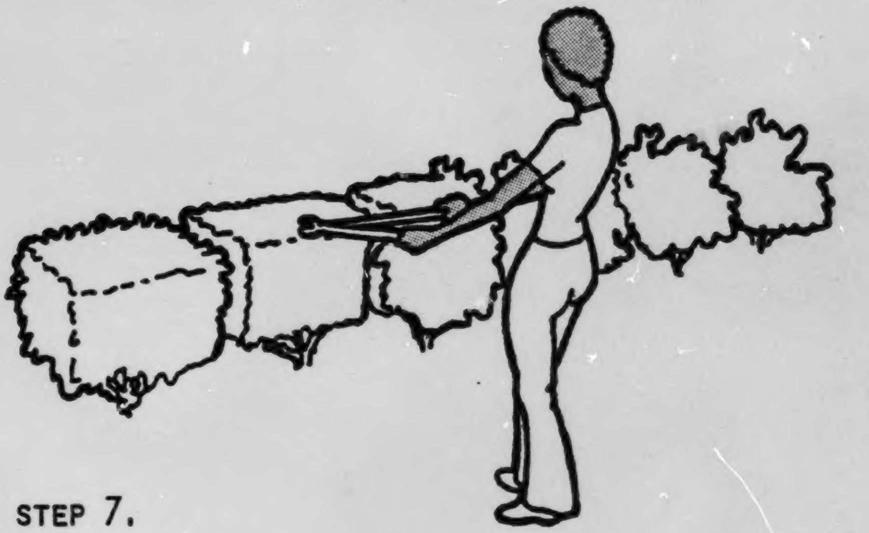
LOOK:

DO: DO JOB STEP 6.

"TURN THE PAGE"

READ: 7. Do job steps 1-6 for each shrub in your work area.

LOOK:



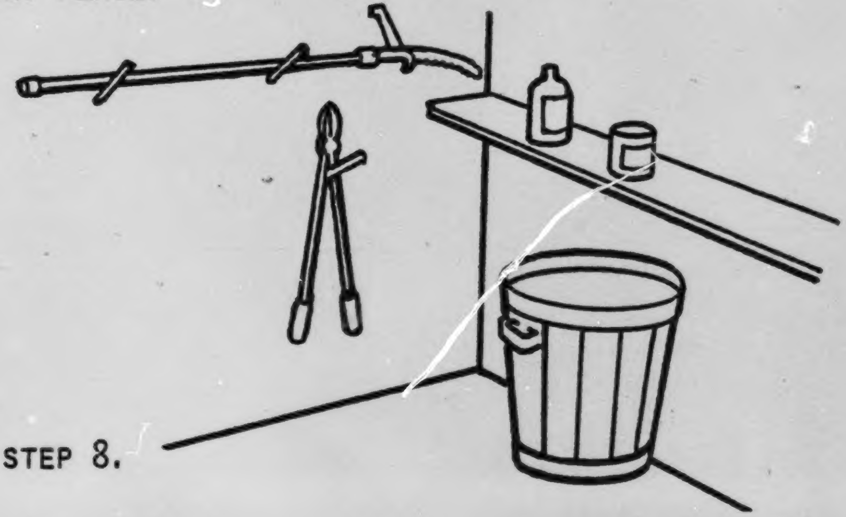
DO: Do job step 7.

CHECK: Ask your instructor to check your work.
Your instructor will look for:

A. A naturally shaped shaped.
B. Coated cuts on the shrubs.
C. All cuttings in the trash container.

READ: 8. When you are done with all the shrubs in your area, put all the equipment and supplies away in the right place.

LOOK:

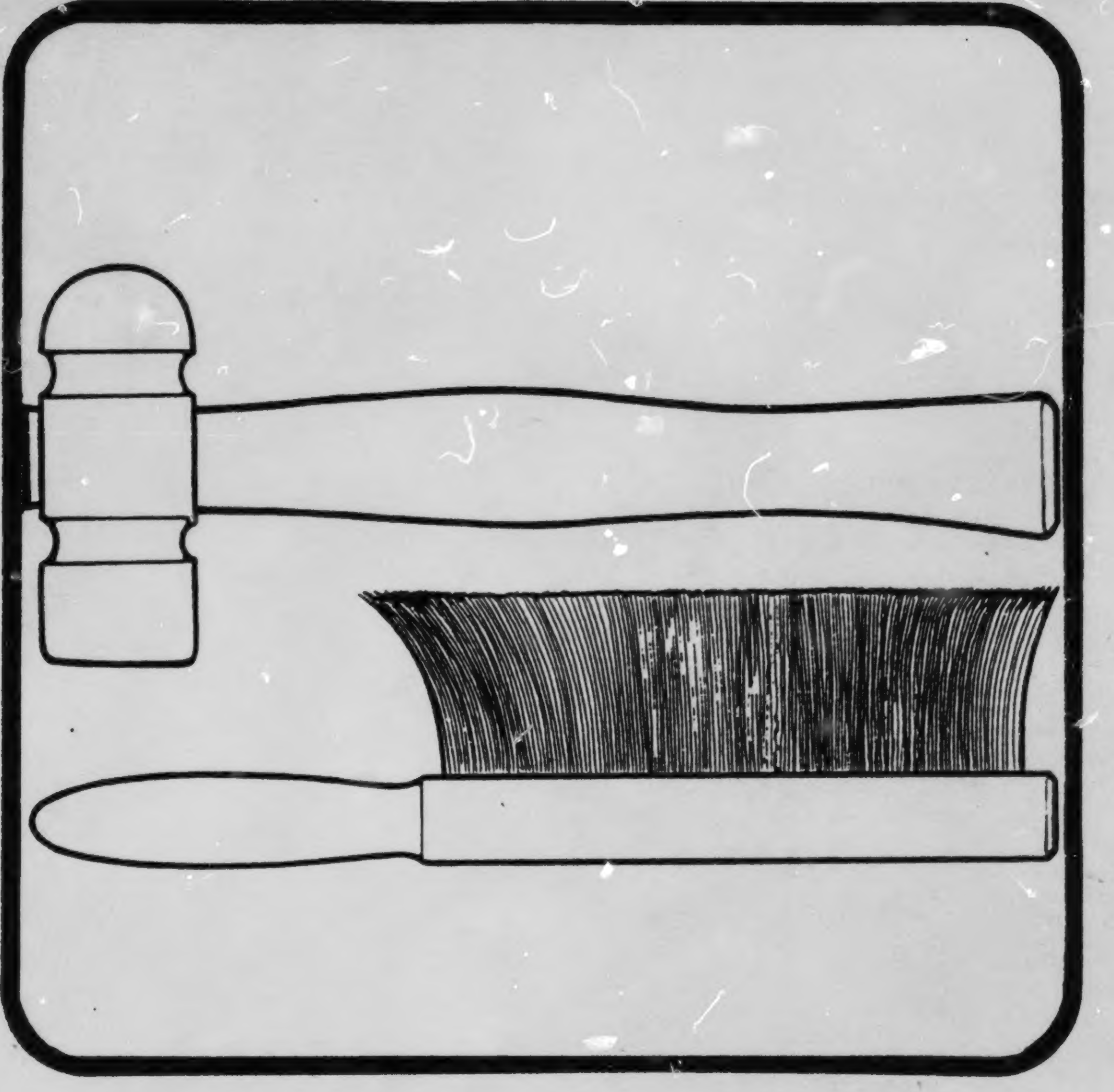


DO: Do job step 8.

"Turn the page"

READ: 9. GOOD WORK. BECAUSE OF YOU, THESE SHRUBS WILL LOOK BETTER NEXT YEAR.

LOOK:



building maintenance & engineering

unit: GROUNDS MAINTENANCE

capital area career center

module: 2201 07 010 1 date: AUGUST 1977 level: ____

skill title: OPERATION OF SMALL LAWN TRACTORS

developed & written by: ALAN STEINBERG

visuals by: MARY ANN GAMEL

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO USE A SMALL LAWN TRACTOR.

WHAT YOU WILL NEED:

A SMALL LAWN TRACTOR

WHAT YOU MUST DO:

1. GET YOUR EQUIPMENT.
2. READ THIS MODULE AND DO ALL THE JOB STEPS.
3. SAFELY START AND USE A SMALL LAWN TRACTOR.

"TURN THE PAGE"

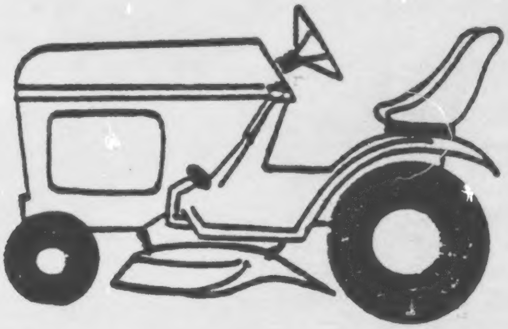
JOB STEPS

CAUTION: BEFORE YOU DO THE JOB STEPS, WATCH THE SLIDE TAPE ON THE OPERATION OF A SMALL LAWN TRACTOR.

READ THIS WHOLE MODULE BEFORE STARTING TRACTOR AND LEARN WHERE TO FIND YOUR EMERGENCY BRAKE (LEFT PEDAL).

READ: 1. TAKE TRACTOR TO YOUR WORK AREA.

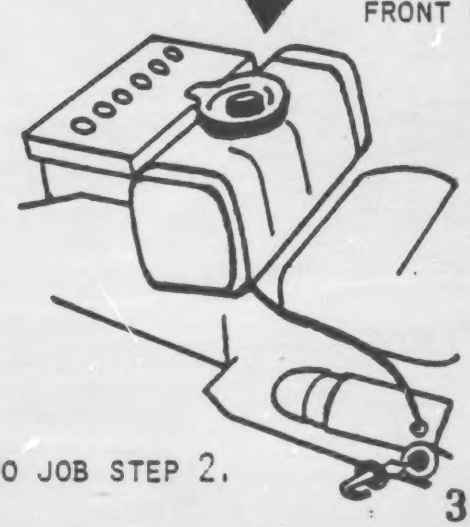
LOOK:



DO: DO JOB STEP 1.

READ: 2. FILL GAS TANK WITH GASOLINE, IF NEEDED. THE TANK IS ON FRONT OF TRACTOR HOOD.

LOOK:



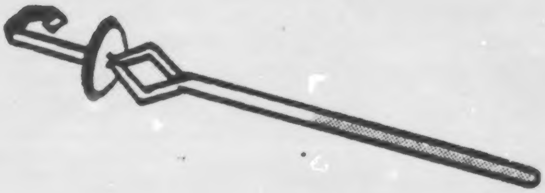
DO: DO JOB STEP 2.

"TURN THE PAGE"

JOB STEPS

READ: 3. CHECK OIL AND ADD RIGHT AMOUNT, IF ANY IS NEEDED.

LOOK:

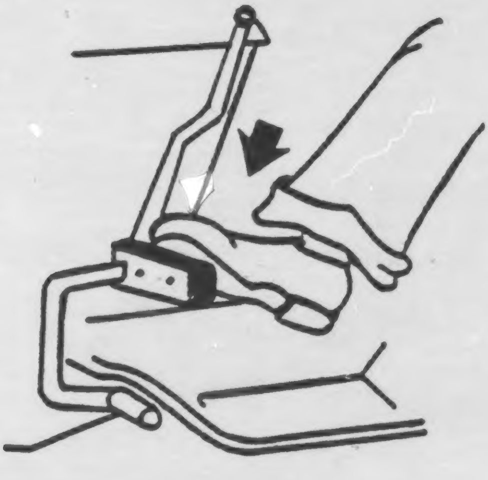


DO: Do job step 3.

CHECK: Your instructor will help.

READ: 4. SITTING IN TRACTOR SEAT - USING YOUR FOOT, PUSH DOWN PEDAL ON LEFT SIDE.

LOOK:



DO: Do job step 4.

"Turn the page"

WORD GUIDE

SHIFT LEVER - CONTROLS USE OF GEARS.

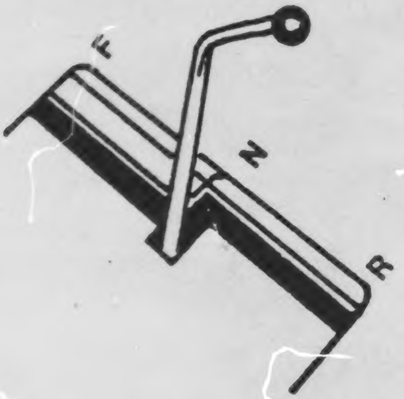
NEUTRAL - TRACTOR DOESN'T MOVE EVEN THOUGH ENGINE RUNS.

CHOKE - CONTROLS GAS FLOW TO ENGINE.

JOB STEPS

READ: 5. CHECK TO BE SURE THAT SHIFT LEVER, BETWEEN YOUR RIGHT LEG AND THE TRACTOR, IS IN THE "N" OR NEUTRAL POSITION.

LOOK:



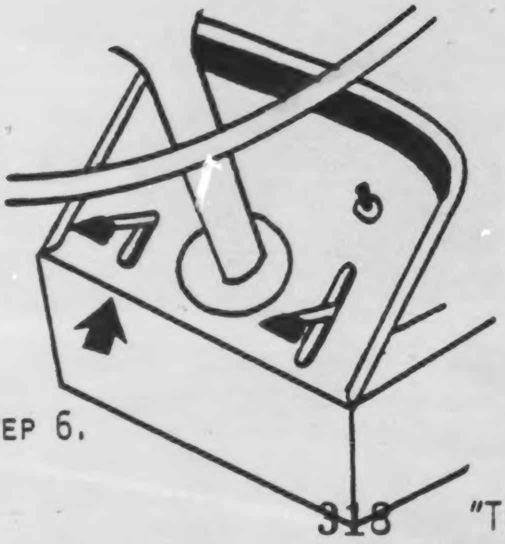
DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO CHECK TO SEE THAT YOU HAVE:

1. FILLED GAS TANK WITH GASOLINE.
2. CHECKED AND ADDED ANY NEEDED OIL.
3. CHECKED TO SEE THAT SHIFT LEVER IS IN NEUTRAL.

READ: 6. LIFT CHOKE LEVER ALL THE WAY UP.

LOOK:



DO: DO JOB STEP 6.

"TURN THE PAGE"

WORD GUIDE

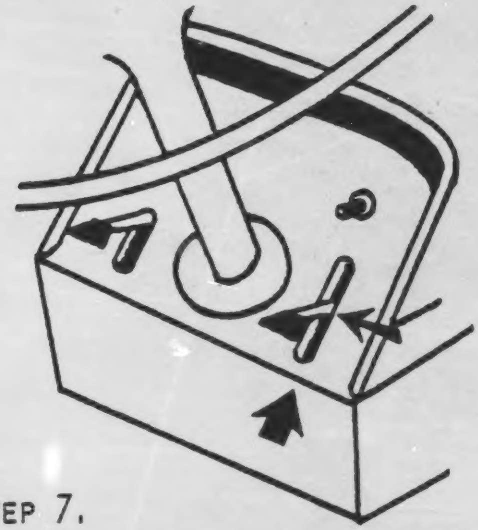
THROTTLE - Controls speed of tractor.

P.T.O. - Runs other things on tractor like; mower and snow blades.

JOB STEPS

READ: 7. Lift throttle lever halfway up on the slot.

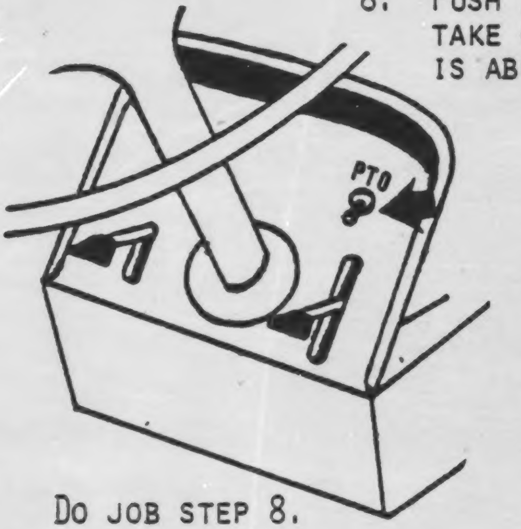
LOOK:



DO: Do job step 7.

READ: 8. Push down the P.T.O. (Power take off) switch. The switch is above the throttle lever.

LOOK:



DO: Do job step 8.

CHECK: Ask your instructor to check your work so far.

"Turn the page"

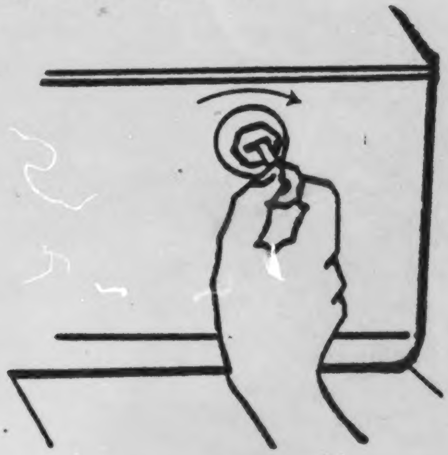
WORD GUIDE

→ CLOCKWISE - TO THE RIGHT

JOB STEPS

READ: 9. TURN KEY CLOCKWISE UNTIL ENGINE STARTS. WHEN IT STARTS, QUICKLY LET GO OF KEY.

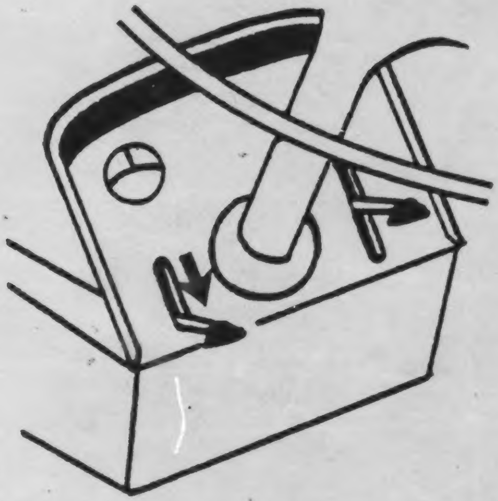
LOOK:



DO: DO JOB STEP 9.

READ: 10. PUSH DOWN CHOKE LEVER.

LOOK:



DO: DO JOB STEP 10.

CHECK: IF ENGINE IS NOT RUNNING, DO JOB STEPS 4-10, AGAIN.

"TURN THE PAGE"

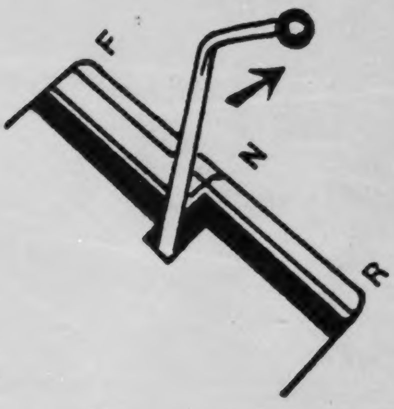
JOB STEPS

READ: 11. LET ENGINE WARM-UP FOR 2-3 MINUTES.

DO: DO JOB STEP 11.

READ: 12. PUT YOUR RIGHT HAND ON SHIFT LEVER BETWEEN YOUR RIGHT LEG AND TRACTOR. THEN, MOVE SHIFT LEVER OUT TO YOUR RIGHT.

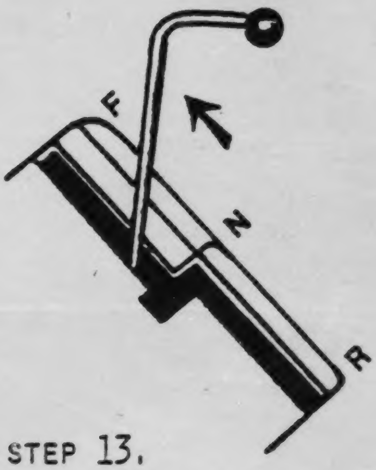
LOOK:



DO: DO JOB STEP 12.

READ: 13. SLOWLY PUSH SHIFT LEVER TOWARD FRONT OF TRACTOR; YOU SHOULD NOW BE MOVING.

LOOK:



DO: DO JOB STEP 13.

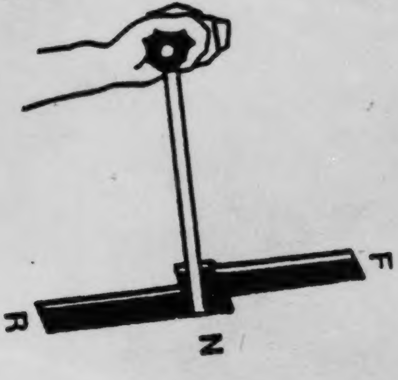
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK SO FAR.

"TURN THE PAGE"

JOB STEPS

READ: 16A. To go backwards: Put right hand on shift lever at right side of tractor.

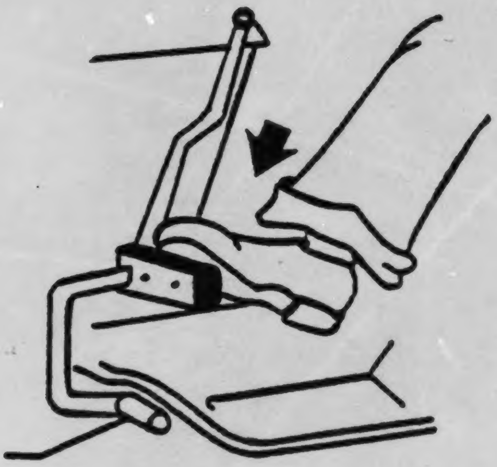
LOOK:



DO: Do job step 16A.

READ: 16B. Push down left pedal.

LOOK:



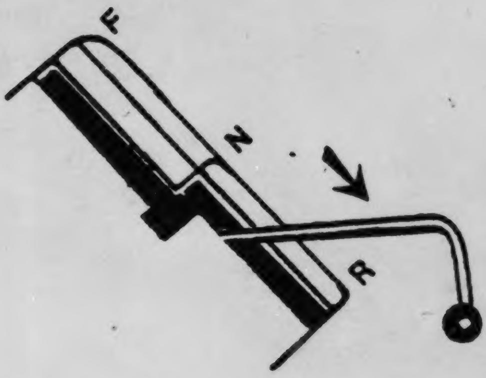
DO: Do job step 16B.

"Turn the page"

JOB STEPS

READ: 16C. PUSH SHIFT LEVER DOWN
PULL BACK.

LOOK:



DO: Do job step 16C.

NOTE: Job steps 17-24 tell you how to use the mower under the tractor.

READ: 17. With motor OFF, check mower blades for sharpness.

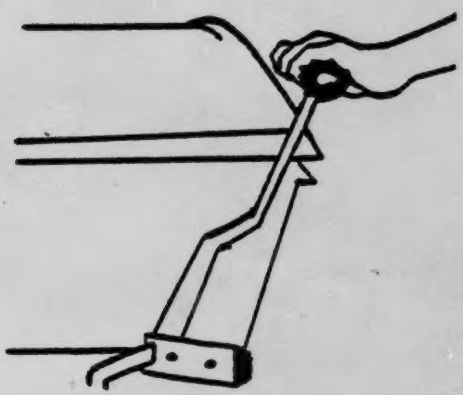
LOOK:

DO: Do job step 17.

JOB STEPS

READ: 18. START MOTOR. THEN, PUT LEFT HAND ON LEVER BETWEEN LEFT LEG AND TRACTOR.

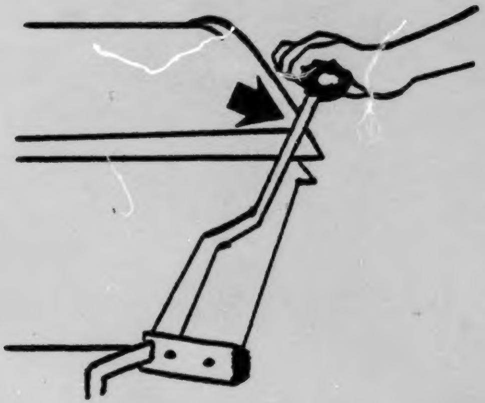
LOOK:



DO: Do JOB STEP 18.

READ: 19. PULL BACK; MOWER WILL THEN DROP DOWN.

LOOK:



DO: Do JOB STEP 19.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

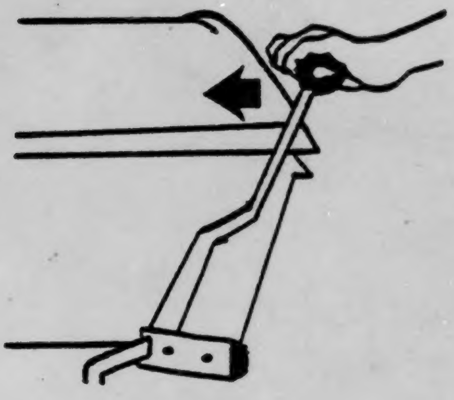
NOTE: Do NOT TURN ON MOWER BLADES UNLESS MOWER IS DOWN.

"TURN THE PAGE"

JOB STEPS

READ: 20. PUSH LEVER FORWARD,
TOWARD FRONT OF TRACTOR.
THIS WILL LIFT UP MOWER.

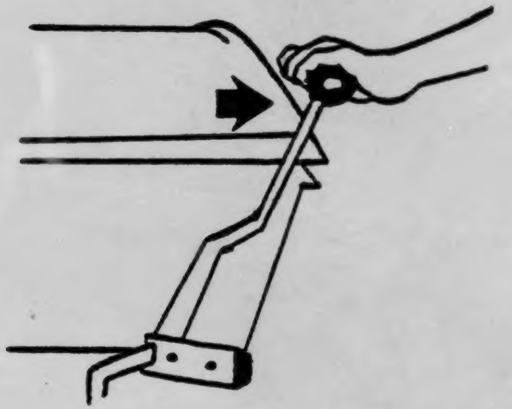
LOOK:



DO: DO JOB STEP 20.

READ: 21. PULL BACK LEFT LEVER.

LOOK:



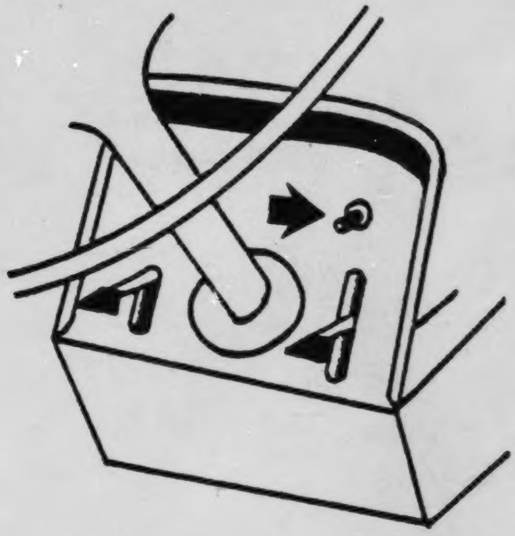
DO: DO JOB STEP 21.

"TURN THE PAGE"

JOB STEPS

READ: 22. PULL BACK SWITCH ABOVE THROTTLE LEVER (P.T.O. SWITCH).

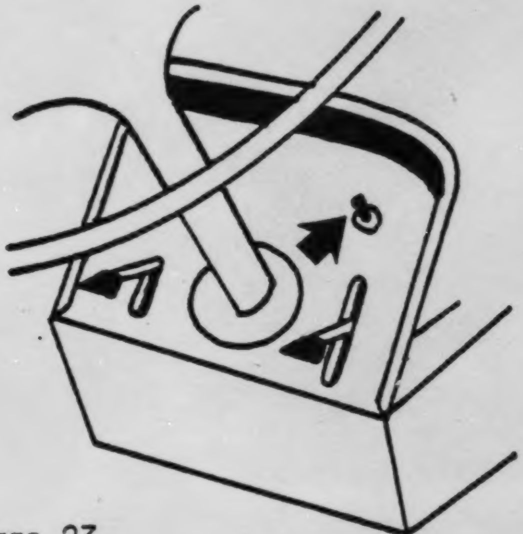
LOOK:



DO: Do JOB STEP 22.

READ: 23. LIFT UP THE SWITCH, THE MOWER BLADES ARE NOW MOVING SO - BE CAREFUL!!

LOOK:



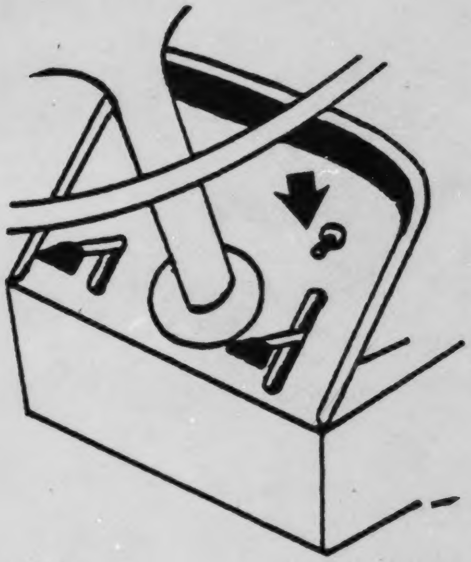
DO: Do JOB STEP 23.

"TURN THE PAGE"

JOB STEPS

READ: 24. TO STOP THE TURNING BLADES, PUSH DOWN SWITCH.

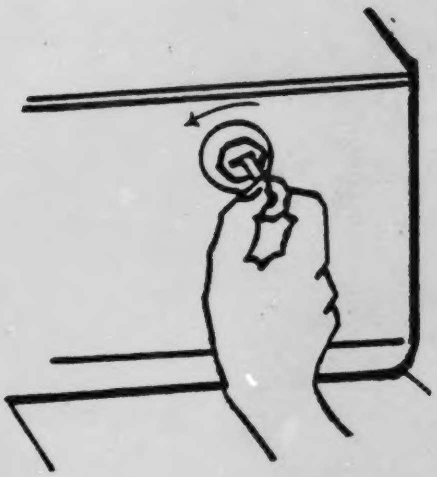
LOOK:



DO: Do JOB STEP 24

READ: 25. TO STOP TRACTOR, TURN KEY TO LEFT. IT WILL THEN BE STRAIGHT UP-AND-DOWN.

LOOK:



DO: Do JOB STEP 25.

"TURN THE PAGE"

JOB STEPS

READ: 26. Do all job steps again.

DO: Do job step 26.

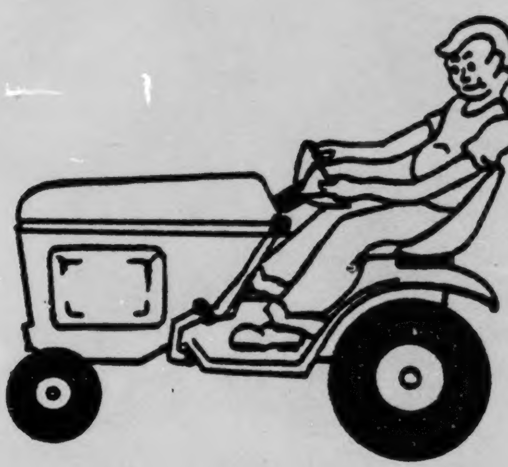
READ: 27. If you do NOT yet feel safe driving this tractor, drive it around the lawn or parking lot until you feel safer.

A. Go forward AND backward.

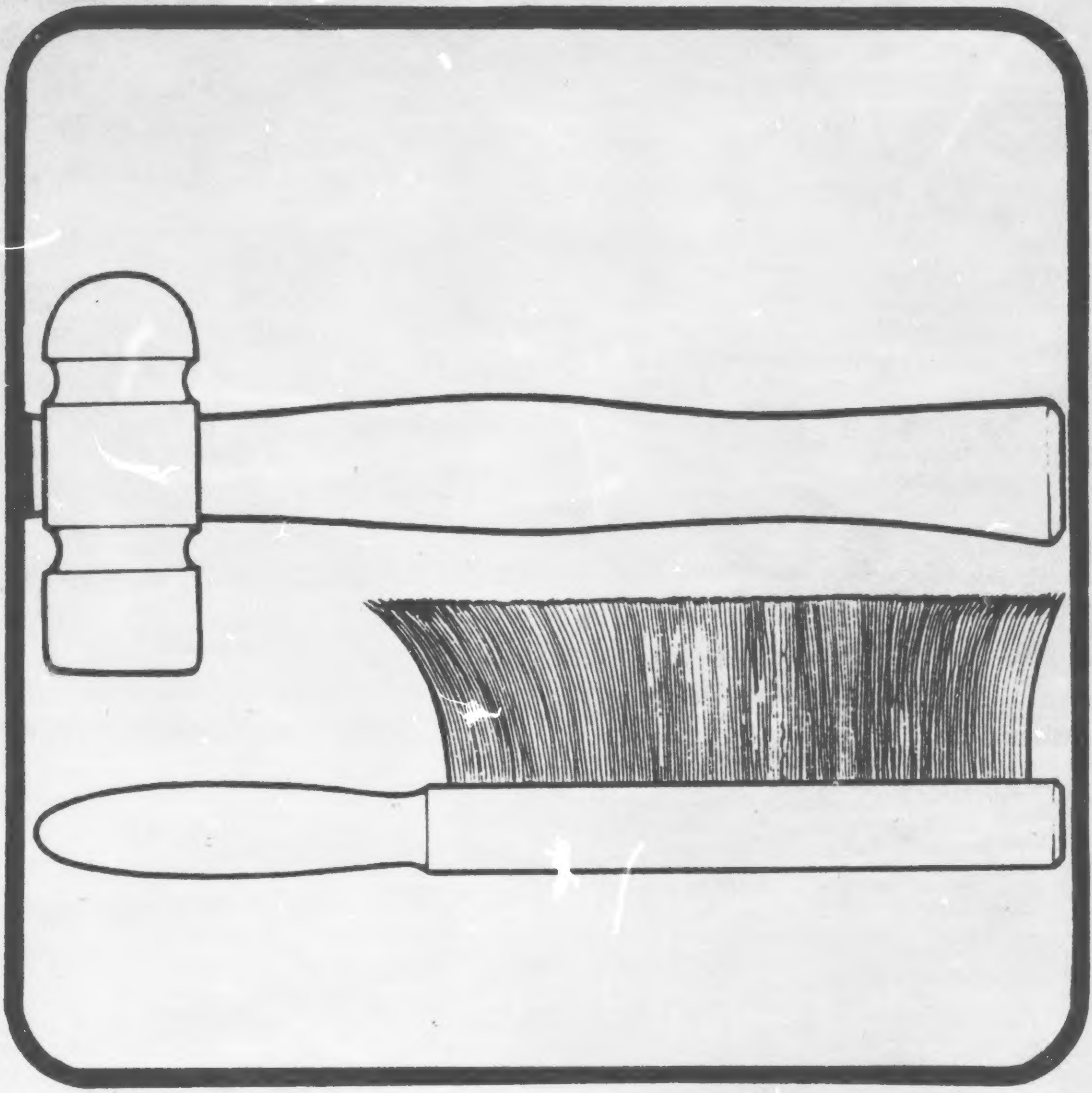
B. Raise AND lower the mower.

C. Turn blades on AND off.

LOOK:



DO: Do job step 27.



building maintenance & engineering

unit: LAWN CARE - GENERAL MAINTENANCE

capital area career center

module: 2201 07 011 1 **date:** 8/77 **level:** ____

skill title: MOWING - POWER-DRIVEN HAND MOWER

developed & written by: ALAN STEINBERG

visuals by: BILL DRAPER AND DAVE BROWN

WORD GUIDE

POWER-DRIVEN - MACHINE WITH A MOTOR TO MOVE IT.

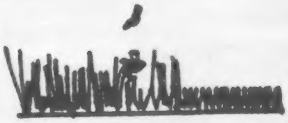
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO MOW A LAWN WITH A POWER-DRIVEN HAND MOWER.

WHAT YOU WILL NEED:

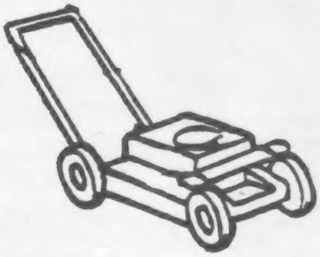
GASOLINE



LAWN

OIL

HOSE



POWER-DRIVEN HAND MOWER

WHAT YOU MUST DO:

1. GET YOUR EQUIPMENT AND MATERIALS.
2. READ THIS MODULE AND DO THE JOB STEPS.
3. MOW A LAWN SAFELY AND CORRECTLY WITH A POWER-DRIVEN HAND MOWER.

"TURN THE PAGE"

JOB STEPS

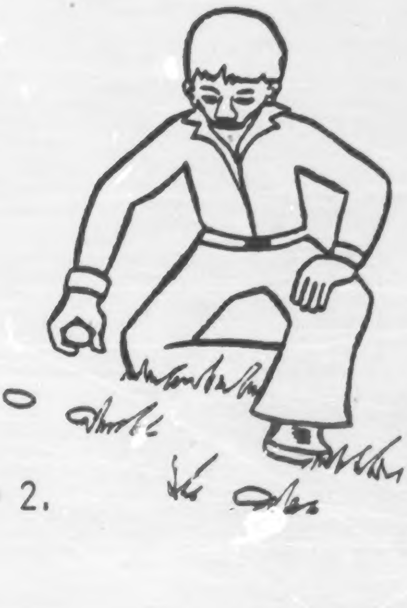
READ: 1. GET ALL EQUIPMENT AND MATERIALS AND TAKE THEM TO YOUR WORK AREA.

LOOK:

DO: DO JOB STEP 1.

READ: 2. CHECK LAWN FOR STONES, WIRES, GLASS OR PIECES OF WOOD AND PICK THESE UP BEFORE MOWING.

LOOK:



DO: DO JOB STEP 2.

"TURN THE PAGE"

WORD GUIDE

MOWER BASE - THE PART WITH THE ENGINE ON IT.

JOB STEPS

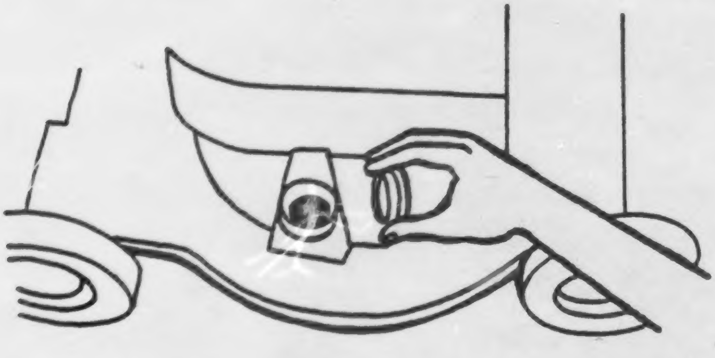
READ: 3. BEFORE STARTING MOWER, FILL GAS TANK WITH GASOLINE.

LOOK:

DO: DO JOB STEP 3.

READ: 4. CHECK OIL LEVEL ON MOWER BASE OF ENGINE. IF IT IS NOT FULL, ADD THE RIGHT AMOUNT.

LOOK:



DO: DO JOB STEP 4.

CHECK: YOUR INSTRUCTOR WILL NOW CHECK TO BE SURE YOU HAVE:

1. PICKED UP STONES, WIRES, GLASS AND/OR PIECES OF WOOD.
2. FILLED GAS TANK WITH GASOLINE.
3. CHECKED THE ENGINE OIL LEVEL.

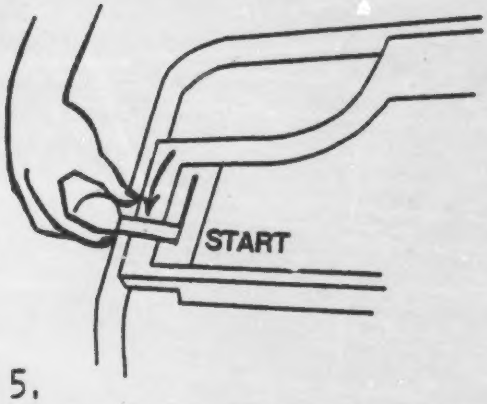
"TURN THE PAGE"

JOB STEPS

READ: 5. MOVE THE LEVER ON MOWER HANDLE TO "START".

NOTE: DO NOT MOW IF GRASS IS WET.

LOOK:



DO: DO JOB STEP 5.

READ: 6. PUT YOUR FOOT ON MOWER BASE AND PULL THE ROPE. AFTER ENGINE STARTS, LET GO OF THE ROPE.

LOOK:

DO: DO JOB STEP 6.

"TURN THE PAGE"

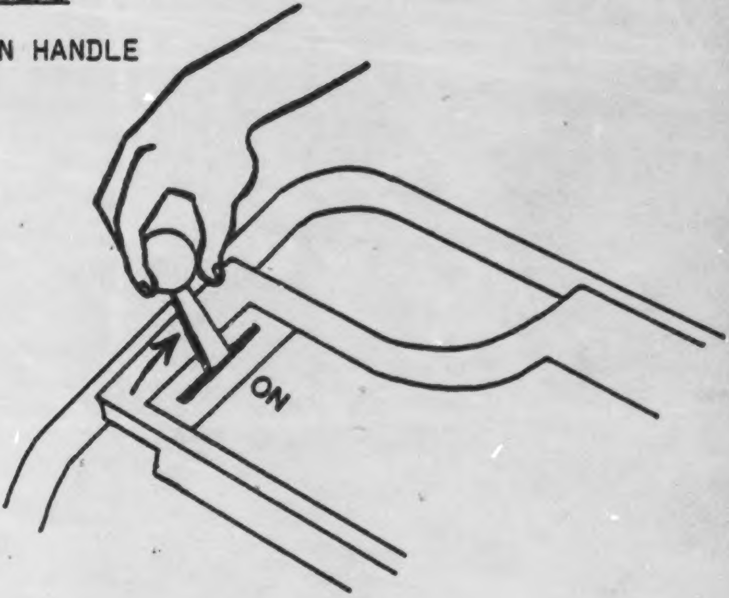
WORD GUIDE

CHUTE - METAL PART OUT OF WHICH CUT GRASS FLIES.

JOB STEPS

READ: 7. MOVE THE LEVER ON HANDLE TO "ON".

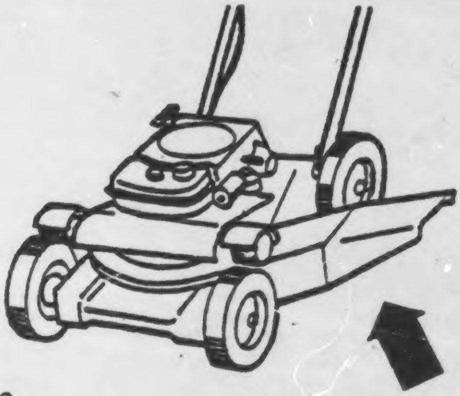
LOOK:



DO: DO JOB STEP 7.

READ: 8. AIM MOWER SO THE CHUTE WILL THROW CUT GRASS ON LAWN, NOT ON SIDEWALK.

LOOK:



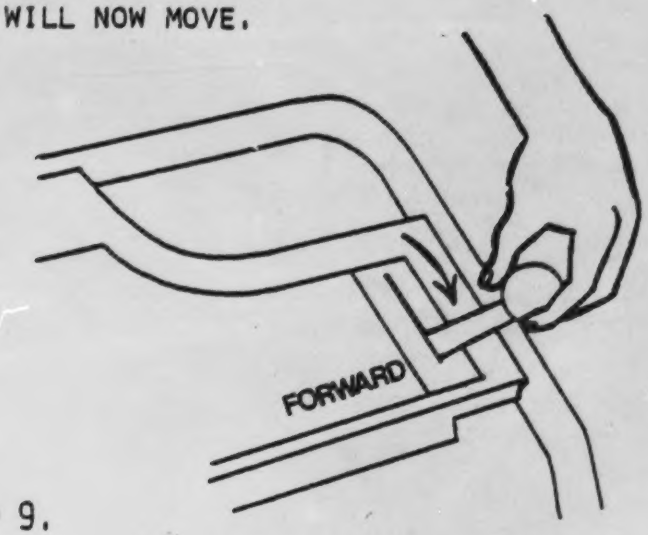
DO: DO JOB STEP 8.

"TURN THE PAGE"

JOB STEPS

READ: 9. PUSH THE DRIVE LEVER ON HANDLE FORWARD SO THE MOWER WILL NOW MOVE.

LOOK:

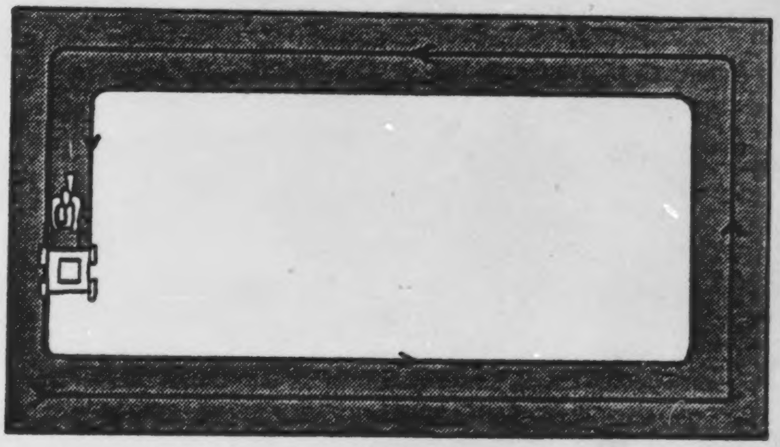


DO: DO JOB STEP 9.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOU WORK SO FAR.

READ: 10. MOW AROUND LAWN TWO TIMES. TURN AROUND IN THE SPACE YOU'VE ALREADY MOWED.

LOOK:



DO: DO JOB STEP 10.

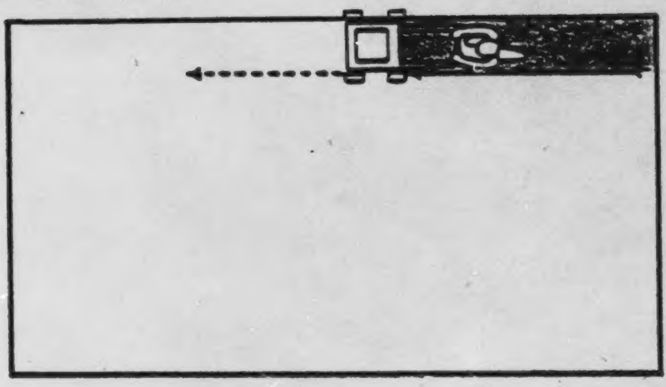
"TURN THE PAGE"

JOB STEPS

READ: 11. STARTING IN ONE CORNER, MOW IN A STRAIGHT LINE, BACK AND FORTH.

NOTE: BE SURE TO RUN THE FRONT WHEEL ON THE WHEEL MARK MADE FROM THE LAST RUN.

LOOK:



DO: DO JOB STEP 11.

CHECK: YOUR INSTRUCTOR WILL HELP.

READ: 12. TURN AROUND AND COME BACK.

NOTE: LOOK FOR FLOWERS AND BUSHES AND TRY NOT TO MOW THEM.

LOOK:

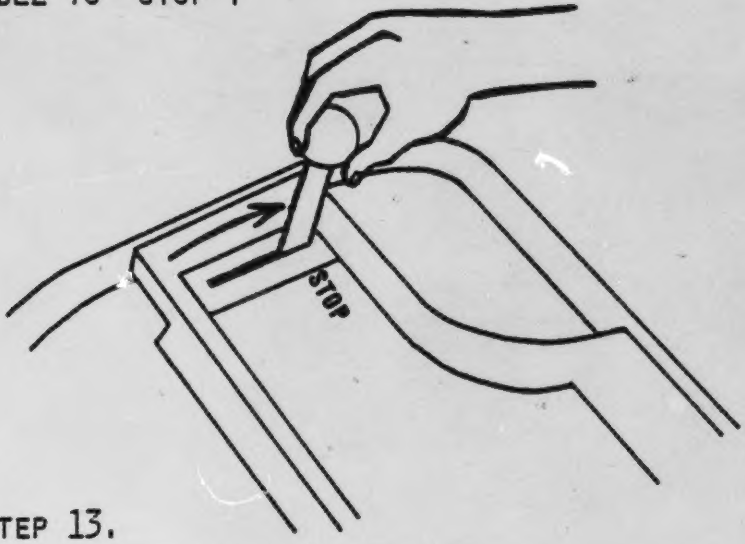
DO: DO JOB STEP 12.

"TURN THE PAGE"

JOB STEPS

READ: 13. WHEN FINISHED, MOVE LEVER ON HANDLE TO "STOP".

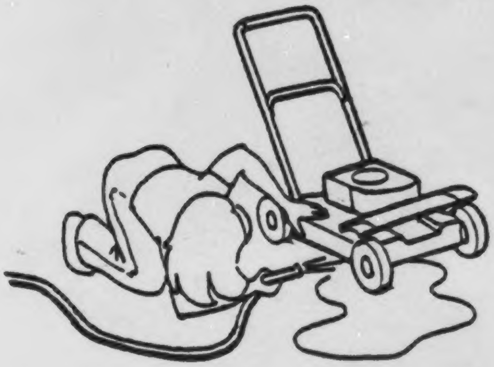
LOOK:



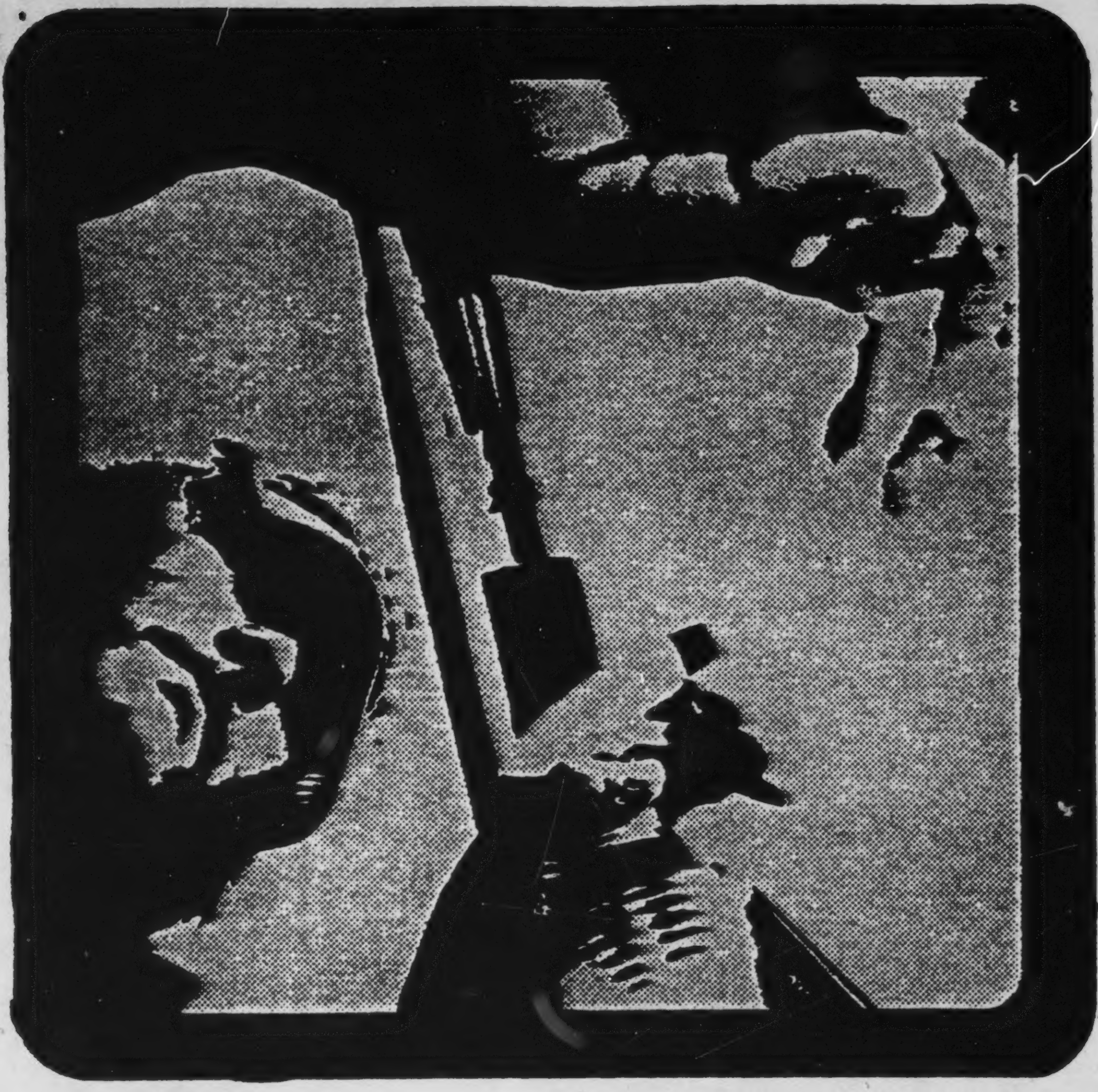
DO: Do JOB STEP 13.

READ: 14. WASH MOWER, TOP AND BOTTOM (UNDERNEATH, TOO) WITH HOSE. THEN, PUT AWAY ALL EQUIPMENT AND MATERIALS.

LOOK:



DO: Do JOB STEP 14.



building maintenance & engineering

unit: LAWN CARE - GROUNDS

capital area career center

module: 2201 07 012 1 date: 3/20/77 level: I

skill title: MOWING WITH A SMALL LAWN TRACTOR

developed & written by: ALAN STEINBERG

visuals by:

WORD GUIDE

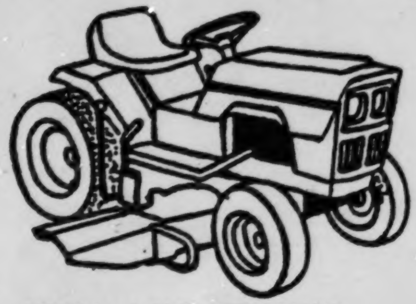
CHUTE - PLACE ON TRACTOR WHERE GRASS CLIPPINGS COME OUT.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO MOW GRASS WITH A SMALL LAWN TRACTOR.

WHAT YOU WILL NEED:



SMALL LAWN TRACTOR

POWER-HAND MOWER

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR MOWING GRASS WITH A SMALL LAWN TRACTOR.

NOTE: DO NOT MOW WHEN GRASS IS WET.

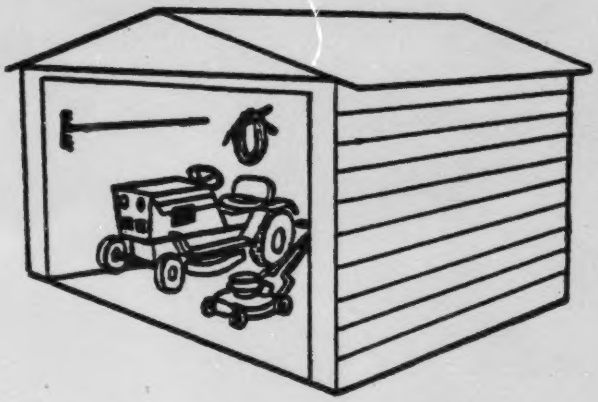
USE POWER-HAND MOWER ONLY AROUND TRESS, FLOWERS AND SHRUBS. THESE ARE HARD-TO-GET PLACES.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET THE SMALL LAWN TRACTOR AND POWER HAND-MOWER.

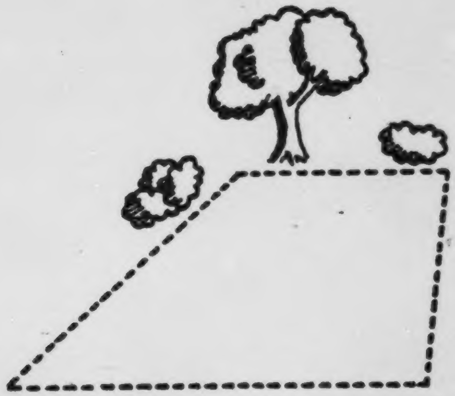
LOOK:



DO: DO JOB STEP 1.

READ: 2. TAKE THEM TO AREA WHERE YOU WILL WORK.

LOOK:



DO: DO JOB STEP 2. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

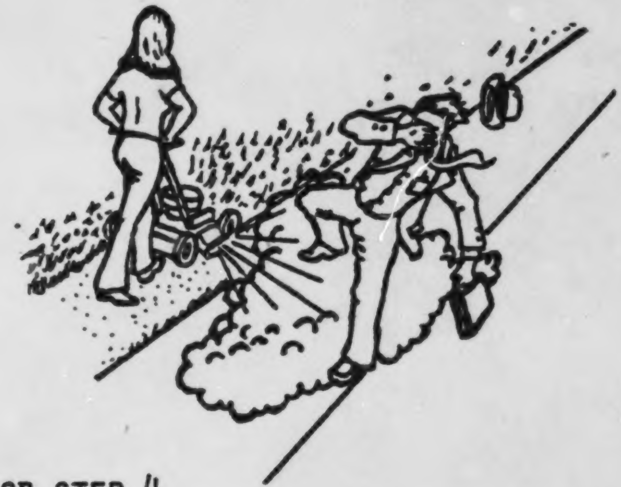
READ: 3. PICK UP ALL WIRES, GLASS, AND STONES.

LOOK:

DO: DO JOB STEP 3.

READ: 4. SET TRACTOR SO THE CHUTE CANNOT BLOW GRASS ON SIDEWALK OR BUILDING.

LOOK:



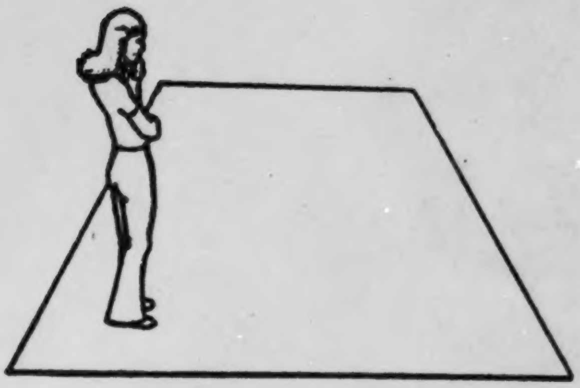
DO: DO JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 4.

"TURN THE PAGE"

READ: 5. LOOK OVER THE AREA. DECIDE WHICH IS THE LONG SIDE. YOU WILL MOW BACK AND FORTH ALONG THAT SIDE.

LOOK:

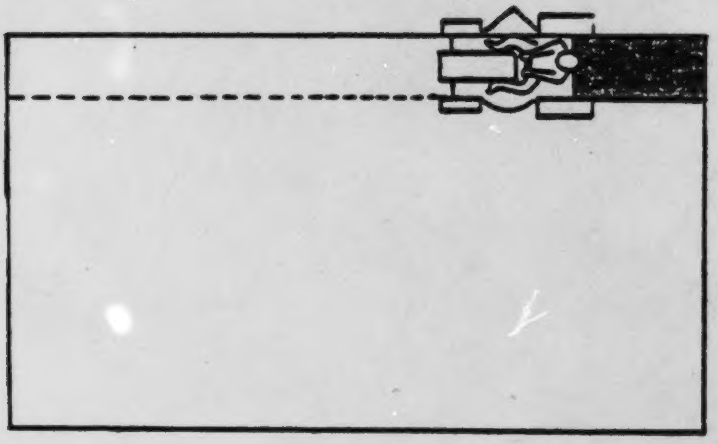


DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU DECIDE WHICH IS THE LONG DIRECTION.

READ: 6. BEGIN AT ONE CORNER. CUT IN A STRAIGHT LINE UNTIL YOU REACH THE NEXT CORNER.

LOOK:

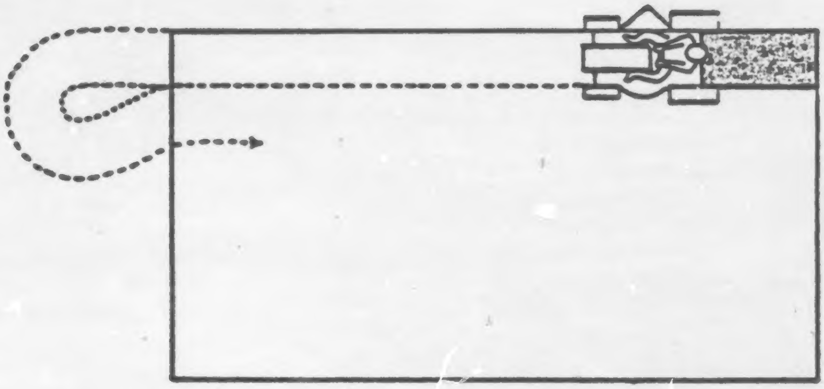


DO: DO JOB STEP 6.

"TURN THE PAGE"

READ: 7. TURN AROUND.

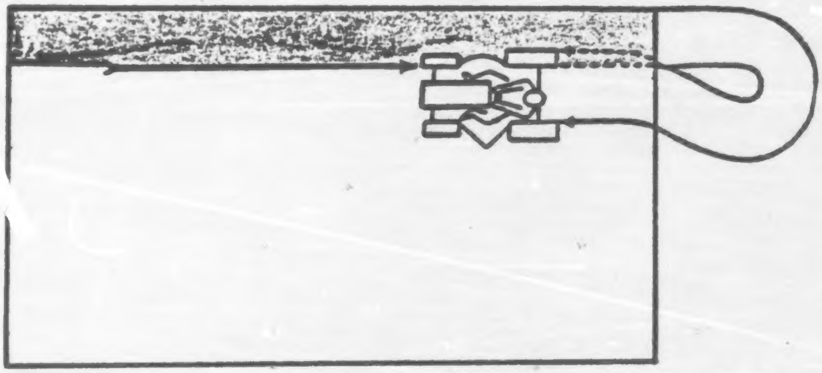
LOOK:



DO: Do JOB STEP 7.

READ: 8. SET THE FRONT WHEEL IN THE TRACK YOU JUST MADE.

LOOK:

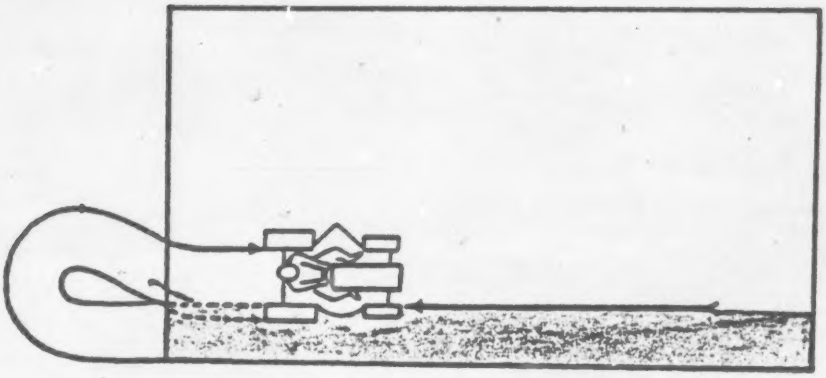


DO AND CHECK: Do JOB STEP 8. ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 8 AND JOB STEP 9.

"TURN THE PAGE"

READ: 9. WHEN YOU GET TO END OF ROW, TURN AROUND AND SET THE FRONT WHEEL IN THE TRACK YOU JUST MADE.

LOOK:



DO: DO JOB STEP 9.

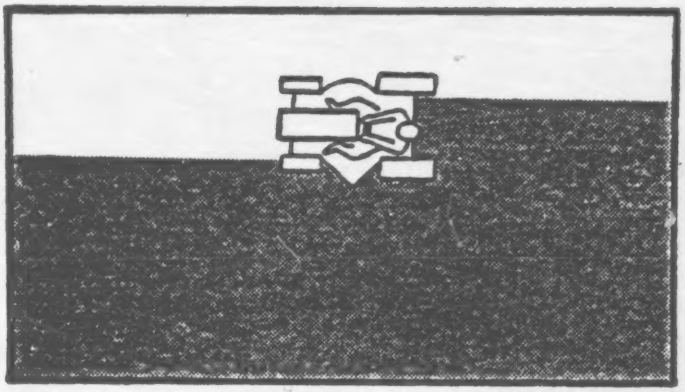
CHECK: YOUR INSTRUCTOR WILL NOW CHECK TO BE SURE YOU HAVE:

1. PUT YOUR EQUIPMENT IN RIGHT WORK AREA.
2. PICKED UP ALL WIRES, GLASS AND STONES.
3. MOWED IN THE RIGHT DIRECTION WITH WHEELS SET IN THE RIGHT TRACKS.

"TURN THE PAGE"

READ: 10. Do the whole area this way.

LOOK:



DO: Do job step 10.

READ: 11. Now, take power hand-mower and mow around trees, flowers, and shrubs. These are the hard-to-get places.

LOOK:

DO: Do job step 11.

CHECK: Ask your instructor to watch as you do job step 11.

"Turn The Page"

READ: 12. CLEAN MOWER AND TRACTOR BY SPRAYING WATER ON THEIR UNDERSIDES.

LOOK:

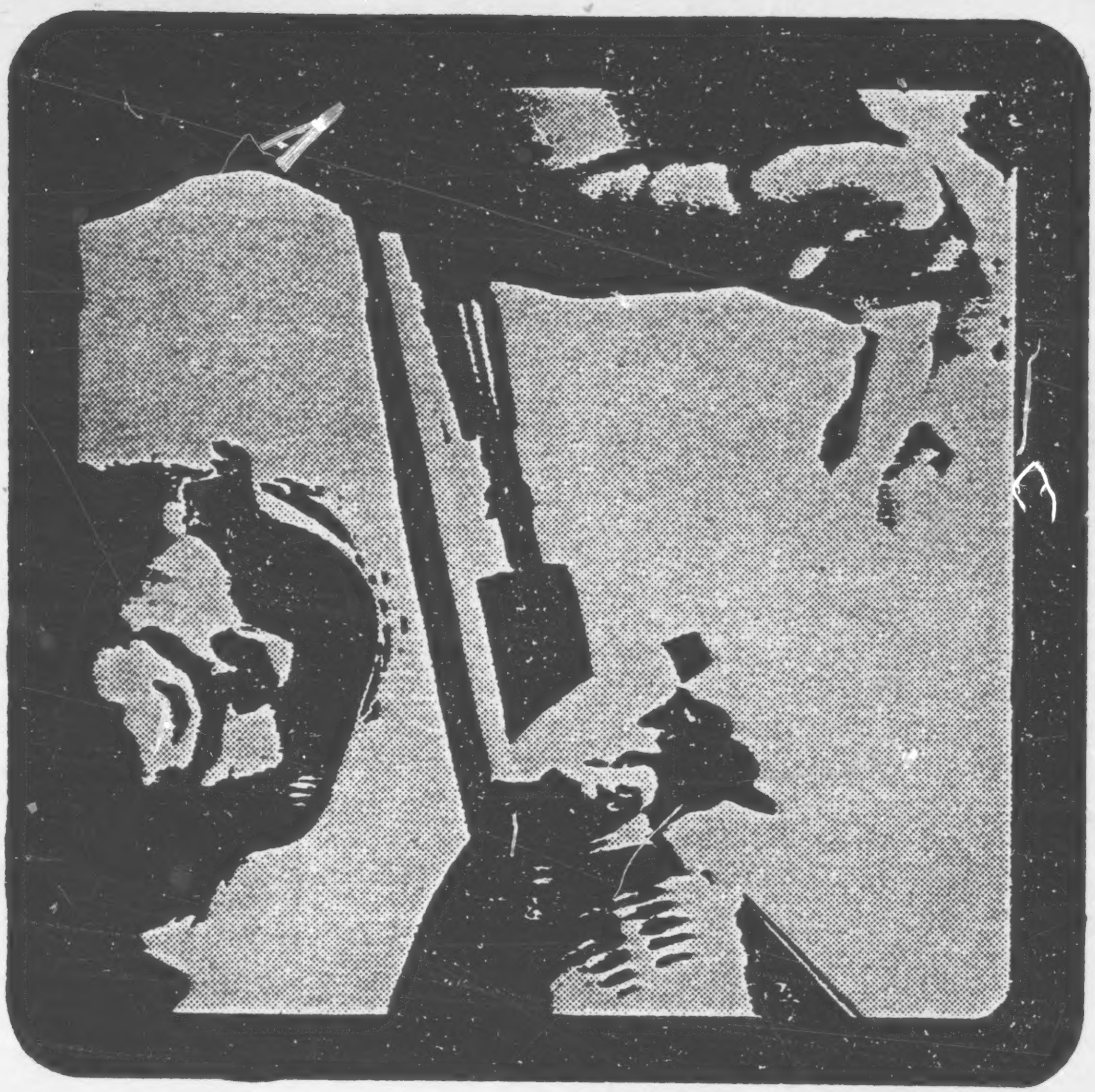
DO: DO JOB STEP 12.

READ: 13. PUT ALL MACHINES AWAY. BE SURE ALL MACHINES ARE CLEANED.

YOU HAVE FINISHED READING AND DOING THE JOB STEPS FOR MOWING GRASS WITH A SMALL LAWN TRACTOR.

DO: NOW DO THE FOLLOWING:

ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE CLEANED AND RETURNED YOUR EQUIPMENT.



building maintenance & engineering

unit: LAWN CARE - GENERAL MAINTENANCE

capital area career center

module: 2201 07 013 1 date: 5/77 level: I

skill title: WATERING A LAWN

developed & written by: DEBRA CONSTANTINI

visuals by: GLEN COOLEY

WORD GUIDE

SPRINKLER - THROWS WATER ON A LAWN.

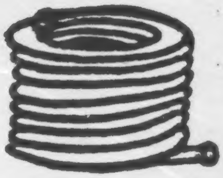
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO WATER A LAWN.

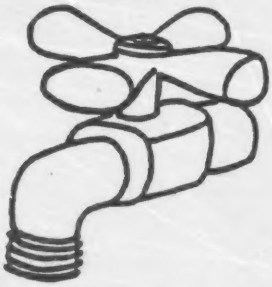
WHAT YOU WILL NEED:

MEASURING STICK
(YARD STICK)


GARDEN HOSE

SPRINKLER

PAN


WATER SUPPLY

CLOCK OR WATCH

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO JOB STEPS FOR WATERING A LAWN ONE INCH EVERY 7 DAYS.

"TURN THE PAGE"

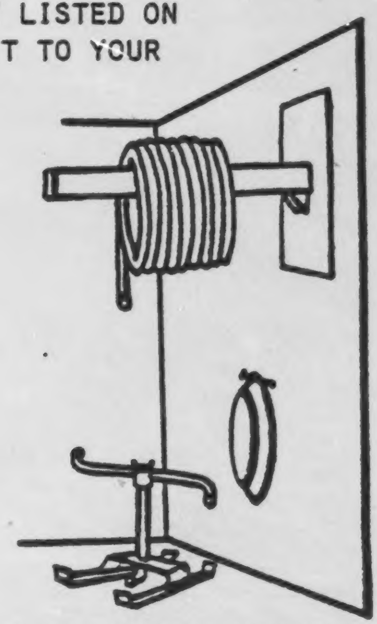
WORD GUIDE

CLOCKWISE - To the right.

JOB STEPS

READ: 1. Get all equipment listed on page 2 and take it to your work area.

LOOK:



DO: Do job step 1.

CHECK: Ask your instructor to see if you have all equipment in the picture. He/she will tell you where to go.

READ: 2. Screw hose onto outside faucet. Turn hose in clockwise direction.

LOOK:

DO: Do job step 2.

"Turn the page"

READ: 3. SCREW OTHER END OF HOSE TO SPRINKLER.

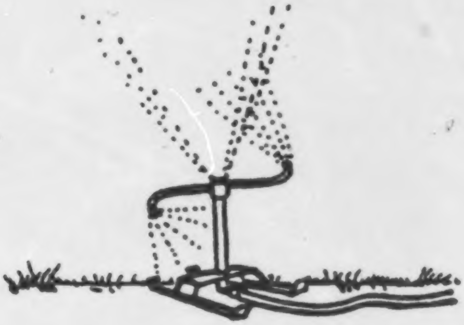
LOOK:

DO: DO JOB STEP 3.

CHECK: HAVE INSTRUCTOR CHECK TO SEE IF HOSE IS PROPERLY SCREWED.

READ: 4. PUT SPRINKLER ON LAWN.

LOOK:

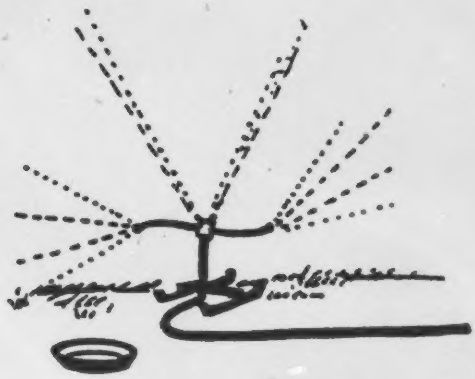


DO: DO JOB STEP 4.

"TURN THE PAGE"

READ: 5. PLACE PAN SO THAT WATER FROM SPRINKLER WILL FALL INTO IT. THEN, TURN ON WATER.

LOOK:



DO: Do JOB STEP 5.

READ: 6. LOOK AT WATCH OR CLOCK. WRITE DOWN THE EXACT TIME.

LOOK:

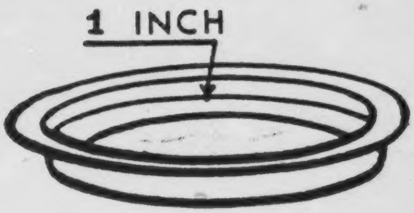
DO: Do JOB STEP 6.

CHECK: CHECK WITH YOUR INSTRUCTOR TO SEE HOW LONG YOU SHOULD WATER AN AREA.

"TURN THE PAGE"

READ: 7. WHEN YOU THINK THERE IS 1 INCH OF WATER IN THE PAN, SHUT OFF WATER.

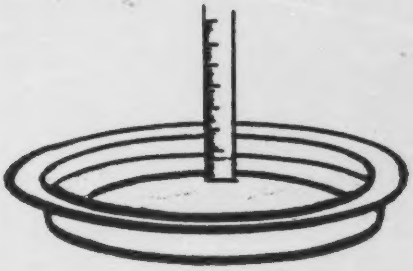
LOOK:



DO: Do JOB STEP 7.

READ: 8. MEASURE AMOUNT OF WATER IN PAN.

LOOK:

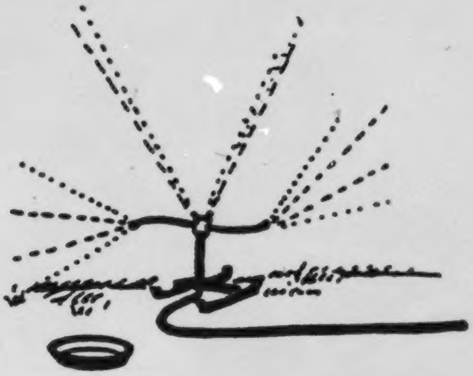


DO: Do JOB STEP 8.

"TURN THE PAGE"

READ: 9. IF THERE IS LESS THAN 1 INCH OF WATER IN PAN, TURN ON SPRINKLER UNTIL THERE IS 1 INCH WATER IN PAN.

LOOK:



DO: DO JOB STEP 9.

READ: 10. WHEN THERE IS 1 INCH OF WATER IN PAN, TURN OFF WATER. THEN LOOK AT YOUR WATCH AND RECORD TIME.

LOOK:

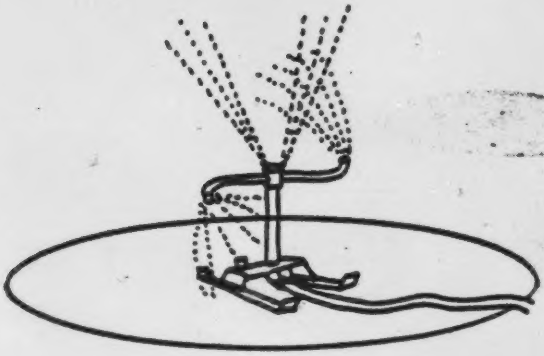
DO: DO JOB STEP 10.

CHECK: ASK YOUR INSTRUCTOR TO CHECK TO SEE IF ENOUGH WATER IS IN PAN.

"TURN THE PAGE"

READ: 11. MOVE SPRINKLER TO ANOTHER AREA.
THEN, TURN ON WATER.

LOOK:



DO: DO JOB STEP 11.

READ: 12. DO NOT USE PAN. WATER NEW AREA THE SAME AMOUNT OF TIME YOU TOOK TO WATER FIRST AREA.

LOOK:

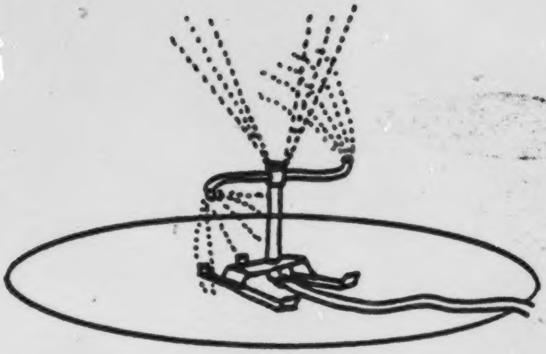
DO: DO JOB STEP 12.

CHECK: ASK INSTRUCTOR TO HELP YOU WATER THE CORRECT AMOUNT OF TIME.

"TURN THE PAGE"

READ: 13. Repeat job step 13 until you water all areas.

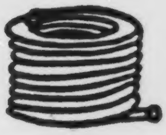
LOOK:



DO: Do job step 13.

READ: 14. When you have watered all areas, roll hose into coil.

LOOK:

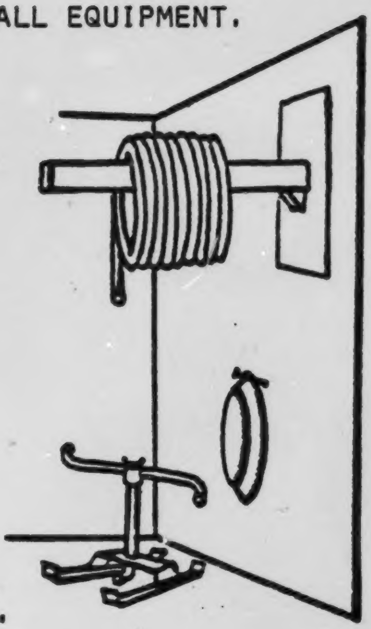


DO: Do job step 14.

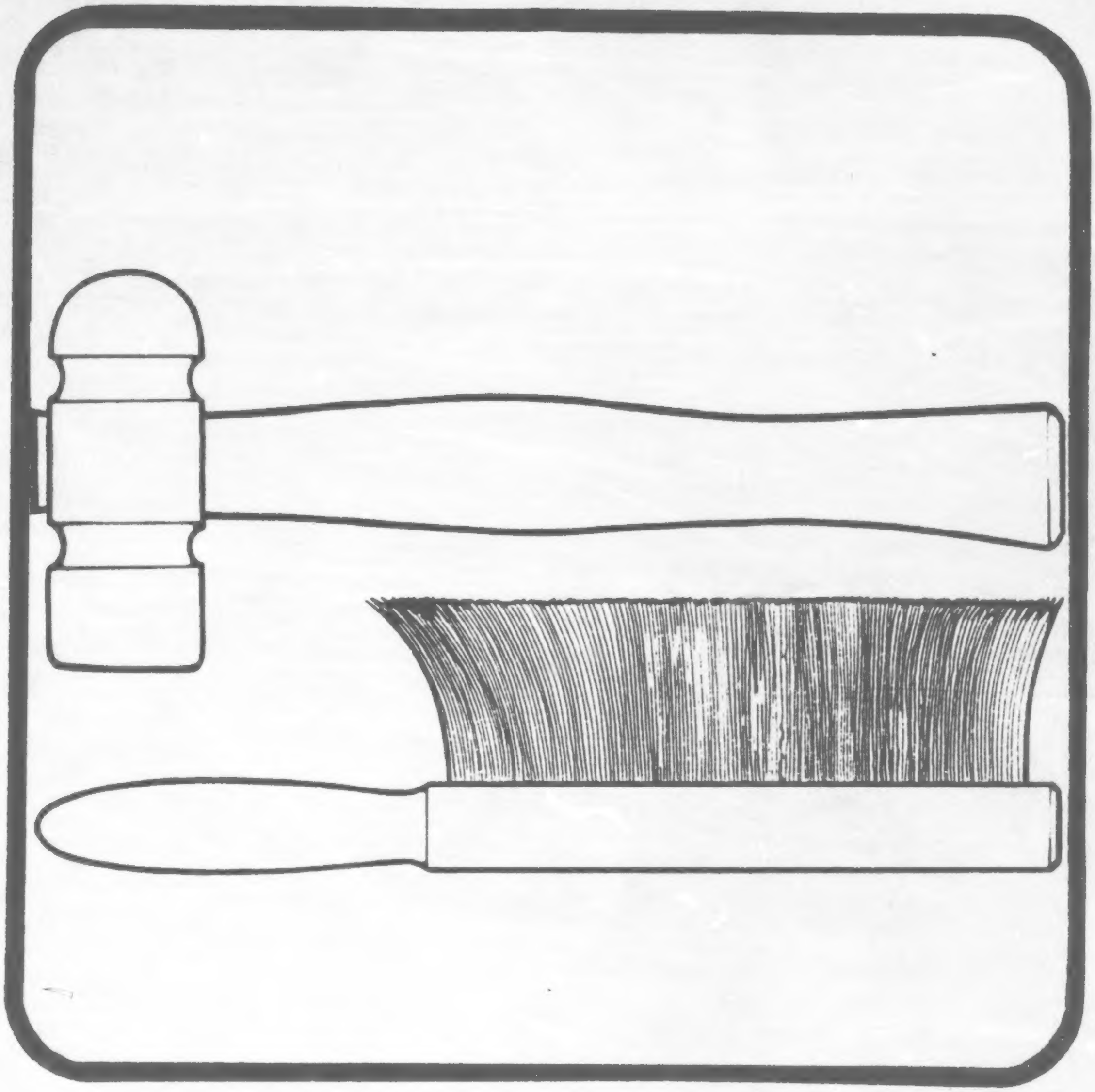
"Turn the page"

READ: 15. PUT AWAY ALL EQUIPMENT.

LOOK:



DO: DO JOB STEP 15.



building maintenance & engineering

unit: GROUNDS MAINTENANCE

capital area career center

module: 2201 07 014 1 date: MARCH 1977 level:

skill title: USE OF MECHANICAL SPREADER

developed & written by: ALAN STEINBERG

visuals by: BRUCE BENNETT

357

→ WORD GUIDE

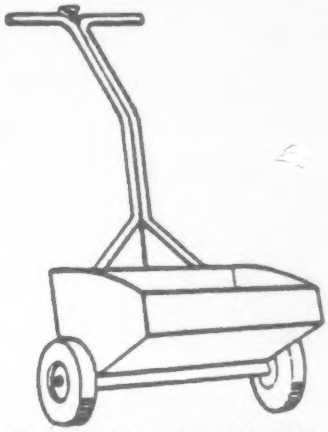
FERTILIZER - PLANT FOOD.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO MAKE SETTINGS ON A MECHANICAL SPREADER.

WHAT YOU WILL NEED:



A MECHANICAL SPREADER

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR MAKING SETTINGS ON A MECHANICAL SPREADER.

"TURN THE PAGE"

JOB STEPS

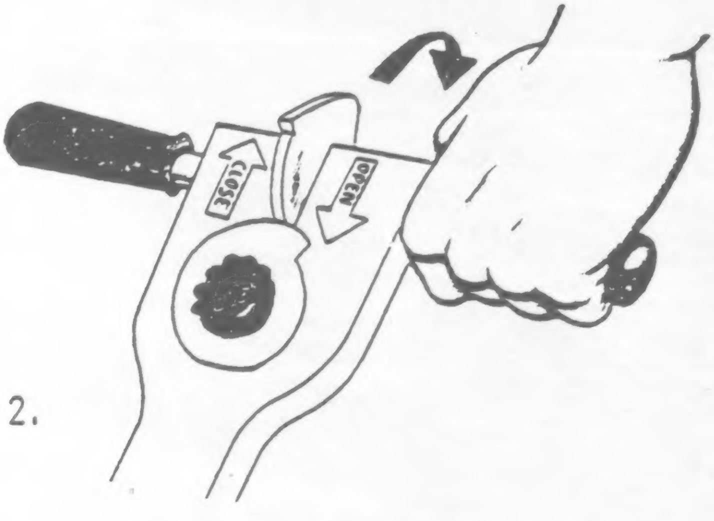
READ: 1. Take the spreader to the area where you will work.

LOOK:

DO: Do job step 1.

READ: 2. Turn handles to close. Each is marked with an arrow.

LOOK:



DO: Do job step 2.

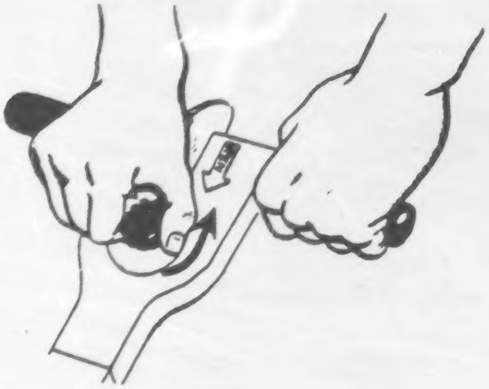
"Turn The Page"

WORD GUIDE

COUNTER-CLOCKWISE - To THE LEFT.

READ: 3. TURN THE LOCKING KNOB COUNTER-CLOCKWISE TO LOOSEN.

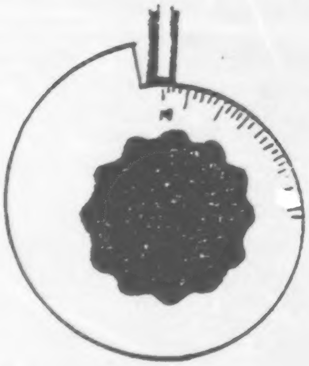
LOOK:



DO: Do JOB STEP 3.

READ: 4. MOVE DIAL-FACE TO THE LEFT SO THE NUMBER "19" IS IN CENTER OF SLOT. THIS IS ON THE HANDLE.

LOOK:



DO: Do JOB STEP 4.

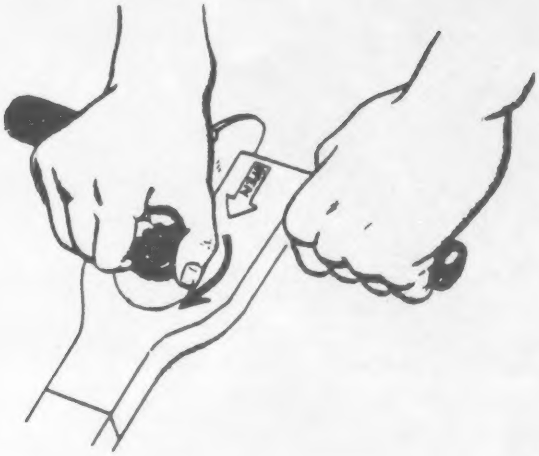
"TURN THE PAGE"

WORD GUIDE

CLOCKWISE - To the right.

READ: 5. Turn locking knob clockwise to TIGHTEN.

LOOK:

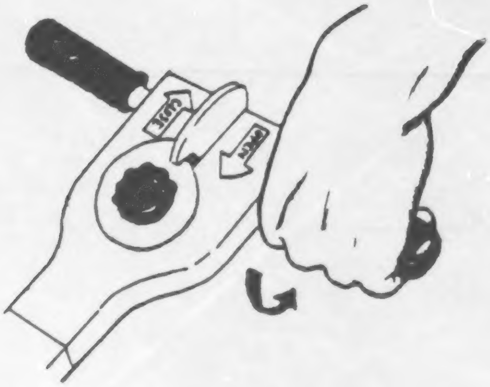


DO: Do job step 5.

"Turn The Page"

READ: 6. Turn handles to open.
Each is marked with an arrow.

LOOK:



DO: Do job step 6.

CHECK: Your instructor will now check to be sure you have:

1. Put your equipment in right work area.
2. Turned handles to open and close as directed.
3. Loosened and tightened locking knob as directed.

READ: 7. Turn the spreader on its side.

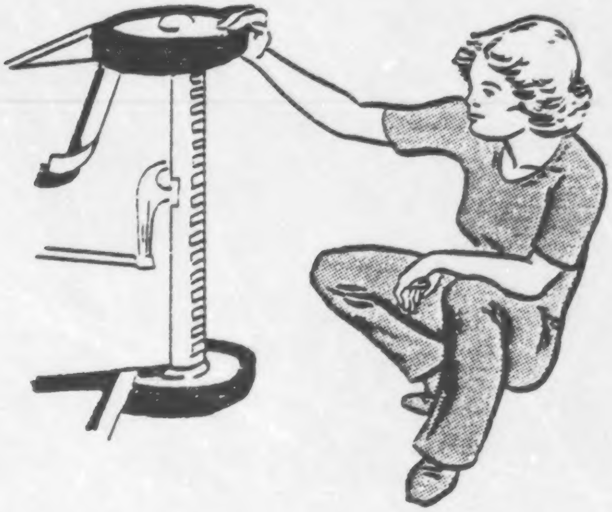
LOOK:

DO: Do job step 7.

"Turn The Page"

READ: 8. LOOK AT THE SIZE OF THE HOLE.

LOOK:



DO: DO JOB STEPS.

READ: 9. PUT SPREADER ON ITS WHEELS.

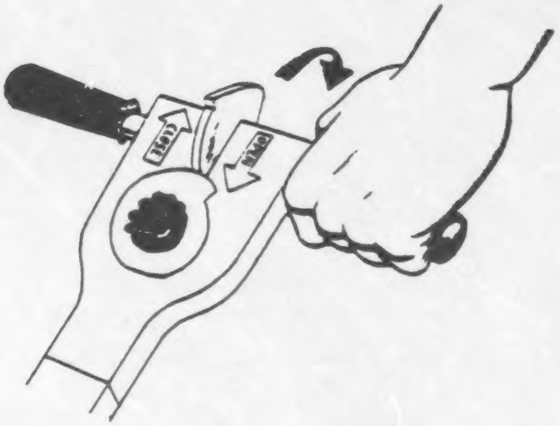
LOOK:

DO: DO JOB STEP 9.

"TURN THE PAGE"

READ: 10. TURN HANDLES TO CLOSE.

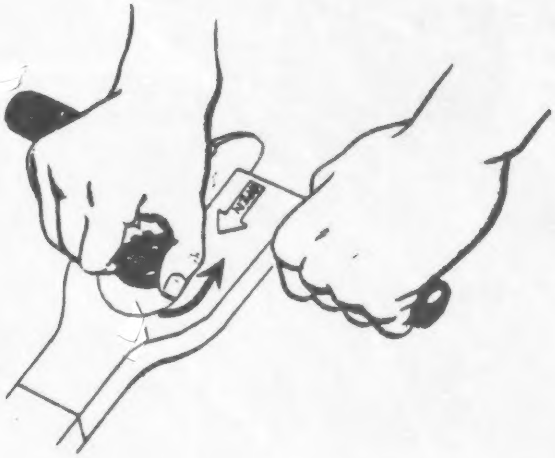
LOOK:



DO: Do JOB STEP 10.

READ: 11. LOOSEN BLACK KNOB.

LOOK:

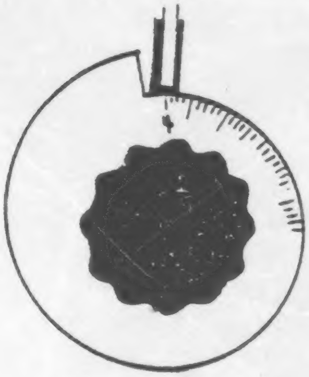


DO: Do JOB STEP 11.

"TURN THE PAGE"

READ: 12. TURN DIAL SO THE NUMBER "4" IS IN CENTER OF SLOT.

LOOK:

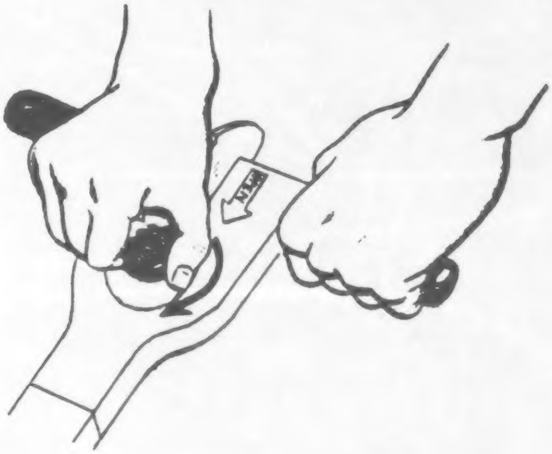


DO: DO JOB STEP 12.

CHECK: ASK YOU INSTRUCTOR TO WATCH AS YOU DO JOB STEP 12.

READ: 13. TIGHTEN BLACK KNOB.

LOOK:

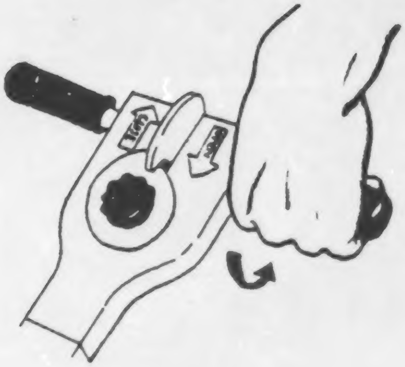


DO: DO JOB STEP 13.

"TURN THE PAGE"

READ: 14. Turn handles to open.

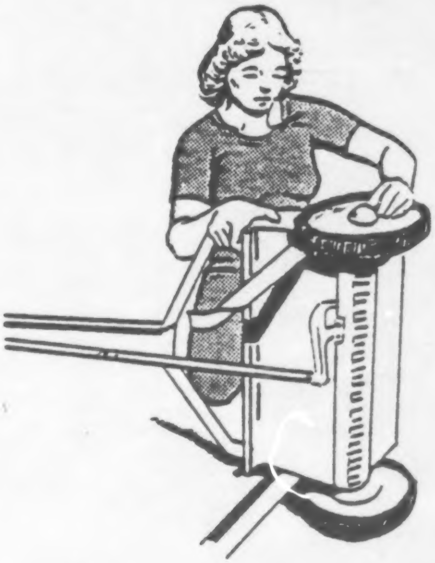
LOOK:



DO: Do job step 14.

READ: 15. Turn spreader on its side.

LOOK:



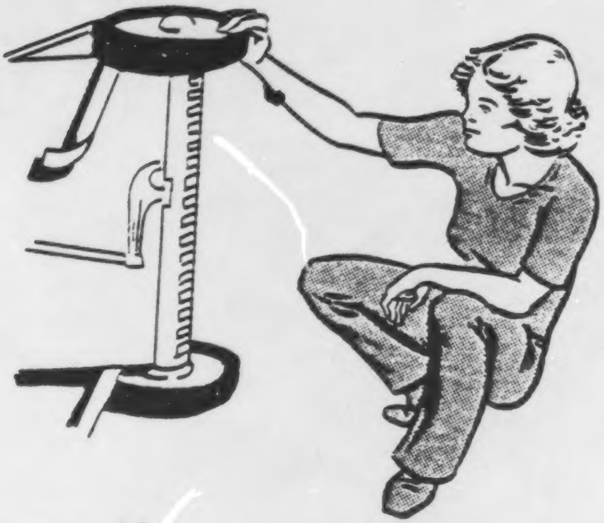
DO: Do job step 15.

CHECK: Ask your instructor to check your work.

"Turn The Page"

READ: 16. Look at the size of the hole now. Compare "19" and "4".

LOOK:



DO: Do job step 16.

READ: 17. Return spreader to storage area. Be sure the spreader is cleaned.

You have finished reading and doing the job steps for making settings on a mechanical spreader.

DO: NOW DO THE FOLLOWING:

Tell your instructor what number setting to use for spreading a small amount of fertilizer.